



Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

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eZ-Audit Overview

Frequently Asked Questions...

What is eZ-Audit?

eZ-Audit is a web based paperless single point of submission for financial statements and compliance audits. A designee from your school simply signs on to eZ-Audit, enters summary audit and financial data directly from your report into a web form, attaches an electronic version of the report, and hits the submit button. Your submission through eZ-Audit will allow for more rapid and efficient processing by the Department of Education (**ED**) and therefore provide you with immediate feedback.

How does eZ-Audit work?

1. Your school submits its compliance audit data and summary financial data via an internet web form (follow this manual for complete instructions).
2. Your school also attaches an electronic copy of your financial statement and compliance audit in a non-editable pdf format (using Adobe Acrobat).
3. The eZ-Audit system automatically forwards flagged financials and deficient audits to FSA's Case Management Team for resolution.
4. Case Teams communicate with you to reach resolution.
5. As desired, you can periodically check eZ-Audit for the status of your report.

How does eZ-Audit Benefit You?

- You will receive instant acknowledgement of receipt – no more lost reports!
- You will no longer need to make any copies or send reports in the mail to ED.
- Processing times will be greatly reduced, thus allowing for quicker remediation of findings.
- Web forms will contain pre-populated fields.
- There are no new reporting requirements – data entry will be limited to the same data already contained in the reports.
- The time spent submitting these forms should be less than 1 hour.
- Status of your submissions will be accessible to you online at anytime.
- A Help Desk will be available for assistance at 1-877-263-0780.

Who at my school will use eZ-Audit?

- *eZ-Audit Institution/School Administrator*, selected by your school, is responsible for:
 - Registering your school with eZ-Audit
 - Providing/managing access to data entry and submission approval personnel, as identified by your school
 - Maintaining security information regarding schools users as required
- *eZ-Audit Data Entry Users*, selected by your school, are responsible for:
 - Entering data into the eZ-Audit system
 - Attaching non-editable, pdf files of financial statements and compliance audits
- *eZ-Audit Submission Approvers*, selected by your school, are responsible for:
 - Reviewing the submission prior to “submit”
 - Approving the submission via the “submit” action



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What role should my auditor play in eZ-Audit?

You may choose to ask your auditor to serve as a *Data Entry User* of eZ-Audit. This means that your auditor would complete the fields in the system, and attach the audited documents in the non-editable. pdf format.

If your auditor is *not* selected as a Data Entry User, you may request that your auditor electronically sends you your financial statements and compliance audits in the non-editable. pdf format using Adobe Acrobat.

Please note that attestation of your financial statements and compliance audits will be in the attachments of your documents – **additional electronic signatures are not required.**

eZ-Audit Technical Requirements

eZ-Audit is a **web-based application**. This means you will not need to load a new application on your computer. You will simply need to ensure that you have an **Internet browser – either Netscape 4.76 or 6.2 or Internet Explorer 5.0 or higher.**

NOTE

If you receive an error that does not allow you to access eZ-Audit when you type in the URL from your internet browser, please contact your network administrator and request that he/she do one of the following:

- Open your firewall to allow all 165.224.xxx.xxx addresses through, which would allow your school access to all ed.gov sites
- Conduct an nslookup on ezaudit.ed.gov which will allow your school access to eZ-Audit

eZ-Audit requires you to attach a non-editable pdf version of your annual submissions. **Adobe Acrobat** must be used to create this attachment. You have several *options* for obtaining Adobe Acrobat:

- Purchase Adobe Acrobat 5.0 software that will allow you to scan paper copies of your submissions and convert them to pdf. (The retail cost of the software is approximately \$250)
- Convert an electronic version of your submission (word, excel, etc) to pdf format using www.adobe.com online. (Adobe provides this conversion capability for \$9.99 for one month with unlimited use.)
- Bring paper copies of your submissions to your local copying center (Kinkos, etc.) and request that they create a pdf version of your submission. (The cost of this option will vary, however \$30 - \$50 is a reasonable estimate.)

Consolidated Submissions (School Group Submissions)

ED considers a school group as a collection of schools whereby a single school within the group (what ED calls the submitting institution) or a designated representative (such as a State Auditor) submits a single consolidated financial statement and compliance audit together to ED (For example; ITT, State of Louisiana (who submits for all the state schools in Louisiana), etc.).

NOTE

If you provide ED with a consolidated submission (meaning that you submit on behalf of more than one school), only the submitting institution needs to register with eZ-Audit. Submitting institutions will submit for all schools in their school group. This single, consolidated submission for the school group will fulfill the reporting requirements for all schools that are part of the group. ED does not require that non-submitting institutions in the group register with eZ-Audit. As the submitting institution completes the audit information, please ensure that these questions are answered for all schools in your school group. For example, if any of the schools in your group have FFELP program then click YES for this question or if any of the schools in your school group have



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findings then please click [YES](#) for this question too. The submitting institution is only completing the Compliance Audit Information page once representing all schools in the group- the page should not be completed multiple times for each school. If you have additional questions regarding school groups, please send an email to fsaezaudit@ed.gov or contact the eZ-Audit hotline at 1-877-263-0780.



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eZ-Audit Submission Requirements

The Department of Education strongly encourages you to use eZ-Audit for your annual submission. As of July 1, 2003 the Department of Education will no longer accept paper submissions of financial statements and compliance audits

NOTE

OMB still requires submissions of A-133 reports (public and non-profit institutions) to be sent to the Federal Audit Clearinghouse .

When must an institution submit financial statements and/or compliance audit?

- **All participating institutions must submit financial statements and compliance audits annually. (34 CFR 668.23 and OMB Circular A-133)**
 - Proprietary institutions' financial statements and compliance audit is due six months after the end of the fiscal year (34 CFR 668.23).
- **If you are seeking initial participation in the Title IV Program.**
 - Please note that an Application for Approval to Participate in Federal Student Aid Programs (www.eligcert.ed.gov) should be filed at the time of your submission.
- **If you undergo a change in ownership, merger or structure change.**
 - Please note that an Application for Approval to Participate in Federal Student Aid Programs (www.eligcert.ed.gov) should be filed at the time of your submission.
- **If you wish to be reinstated to participate in Title IV program(s).**
 - Please note that an Application for Approval to Participate in Federal Student Aid Programs (www.eligcert.ed.gov) should be filed at the time of your submission.
- **If your institution closes or loses eligibility to participate in the Title IV programs**
 - Please note that you need only submit a close out audit.

eZ-Audit Rules of Behavior

eZ-Audit is a Department of Education system. Department of Education computer systems are provided for the processing of Official U.S. Government information only. All data contained on Department of Education computer systems is owned by the Department of Education and may be monitored, intercepted, recorded, read, copied or captured in any manner and disclosed in any manner, by authorized personnel. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on Department of Education computer systems. Unauthorized use of this system is a violation of Federal law and can be punished with fines or imprisonment (P.L. 99-474). "Use of this system by any user, authorized or unauthorized, constitutes consent to this monitoring, interception, recording, reading, copying, or capturing and disclosure."

You may decide to send FSA information, including personally identifying information. The information you supply – whether through a secure Web form, a standard Web form, or by sending an electronic mail message – is maintained by FSA for the purpose of processing your request or inquiry. FSA also uses the information you supply in other ways to further FSA's mission of maintaining stability and public confidence in the nation's banking system. Various employees of FSA may see the information you submit in the course of their official duties. The information may also be shared by FSA with third parties to advance the purpose for which you provide the



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information, including other federal or state government agencies. For example, if you file a complaint, it may be sent to a financial institution for action, or information may be supplied to the Department of Justice in the event it appears that federal criminal statutes have been violated by an entity you are reporting to FSA.

The primary use of personally identifying information will be to enable the government to contact you in the event we have questions regarding the information you have reported. If you are concerned about how information about you may have been used in connection with the eZ-Audit web site, or you have questions about FSA's privacy policy and information practices, you should e-mail us at webmaster@fsa.ed.gov. Electronic mail is not necessarily secure. You are advised to be cautious when sending electronic mail containing sensitive, confidential information. As an alternative, we advise users to give consideration to using postal mail.

NOTE

All eZ-Audit users are required to carefully read and sign the *eZ-Audit Rules of Behavior* document that can be accessed via the web at <http://ifap.ed.gov>. Each user of the eZ-Audit system must download a copy of the Rules of Behavior document, sign it and retain the copy in the institution's files.

Questions/Concerns

- eZ-Audit will continue to post updates and critical information to IFAP at <http://ifap.ed.gov>.
- You can send an email to fsaezaudit@ed.gov
- Contact the eZ-Audit hotline at 1-877-263-0780.



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eZ-Audit Registration

All institutions must submit a registration request letter to the Department of Education in order to gain access to eZ-Audit.

To register, please mail a letter on your school's letterhead that includes the following:

1. First and Last Name of appropriate person in authority (e.g. President/CEO/Chancellor)
2. Signature of person named in #1 above
3. First and Last Name of eZ-Audit Institution Administrator
4. Signature of designated eZ-Audit Institution Administrator
5. e-mail address of eZ-Audit Institution Administrator
6. Phone number and extension (if necessary) of eZ-Audit Institution Administrator
7. Fax Number
8. OPE ID
9. Fiscal Year End Date

[Where do I send my Registration Request Letter?](#)

Registration Request Letters should be printed on school or corporate letterhead and mailed to:

The United States Department of Education
Federal Student Aid
Attention: Ti Baker
830 First Street, NE
Room 74G2
Washington, DC 20202

[How will I receive my registration confirmation and eZ-Audit Institution Administrator user ID and password?](#)

Your registration confirmation and eZ-Audit Institution Administrator user ID and temporary password will be sent to the email address provided in the registration request letter that you mailed to the Department of Education.

You will receive two registration confirmation emails. The first email from eZ-Audit will include your user name and instructions for accessing the eZ-Audit website. For security purposes, your temporary password will be delivered in a second email from eZ-Audit.

[Once I have sent in my Registration Request letter and have received my registration confirmation emails, when and how do I begin using eZ-Audit?](#)

To access eZ-Audit on or after April 1, 2003 simply type in the URL, www.ezaudit.ed.gov in your internet browser, and when the eZ-Audit login screen appears, type in the user name and temporary password you received through email from eZ-Audit.

Even if you are not required to submit on April 1, please be sure to log on to the eZ-Audit system immediately, in order to change your temporary password and ensure your access to the site is secure.

NOTE

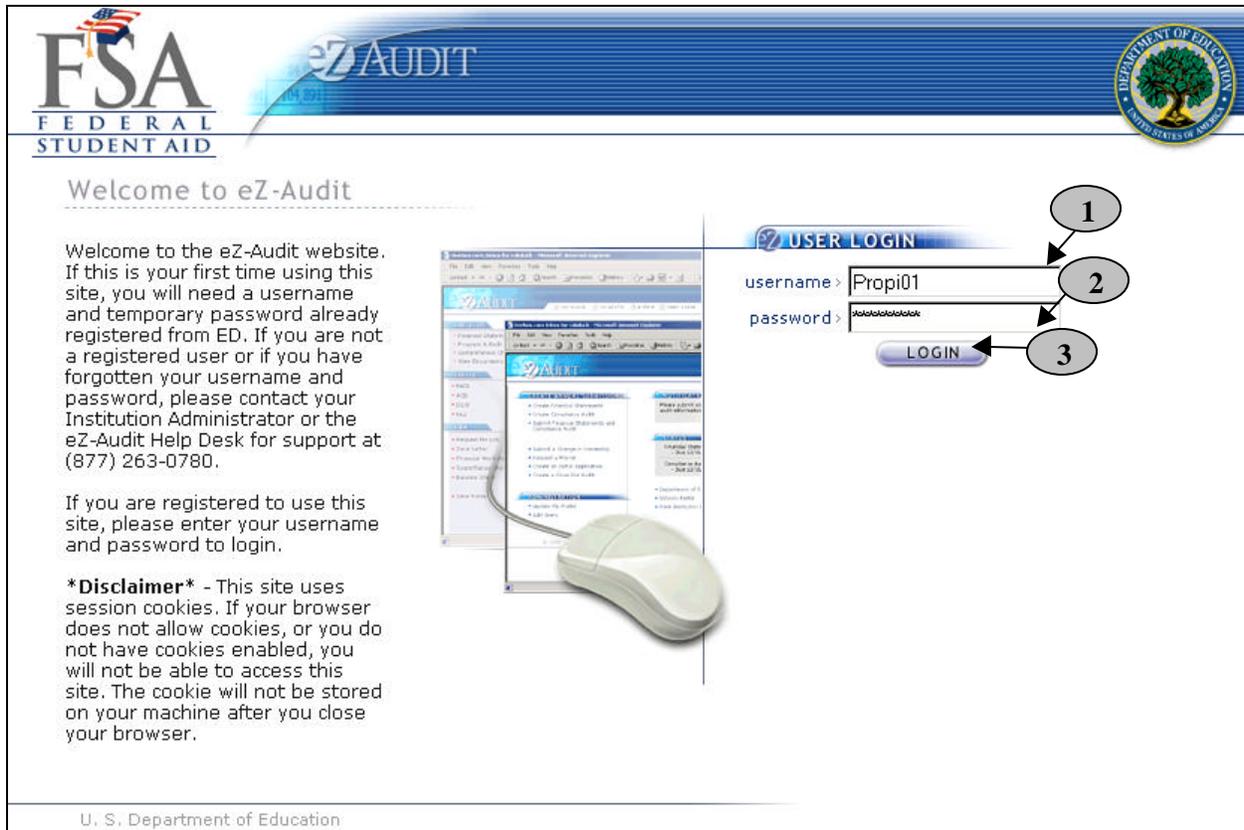
If you submit financial statements and compliance audits for multiple schools, only submitting institution needs to register with eZ-Audit. The single, consolidated submission made by the "submitting institution" will fulfill the requirements for all schools in the school group.

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Administrative Tasks/Security

Login

After typing in the URL www.ezaudit.ed.gov in your Internet browser, the “Welcome to eZ-Audit” screen below should appear:



Welcome to eZ-Audit

Welcome to the eZ-Audit website. If this is your first time using this site, you will need a username and temporary password already registered from ED. If you are not a registered user or if you have forgotten your username and password, please contact your Institution Administrator or the eZ-Audit Help Desk for support at (877) 263-0780.

If you are registered to use this site, please enter your username and password to login.

Disclaimer - This site uses session cookies. If your browser does not allow cookies, or you do not have cookies enabled, you will not be able to access this site. The cookie will not be stored on your machine after you close your browser.

U. S. Department of Education

1. Enter the username provided to you during the registration process by email.
2. Enter in your password or your temporary password if this is your first time using this site.
3. Single click the **LOGIN** button-this will take you to your institution's homepage.

NOTE

Your user name will be the first letter of your first name, the first five letters of your last name and 2 numeric characters.



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Logout

If you clicked on the **LOGIN** button from the page above, this will bring you to your institution's homepage. The screen below should appear with your institution's name:

The screenshot shows the eZ-Audit system interface. At the top, there is a navigation bar with the following elements: the FSA logo, the eZ-AUDIT logo, and a set of navigation buttons: 'AUDIT HOME', 'HELP', 'MANAGE USERS', and 'LOGOUT'. A circled '1' is placed over the 'LOGOUT' button. Below the navigation bar, the page is titled 'Home Page' and displays the school's name 'Proprietary School' and OPEID:77889900. On the left side, there are two main sections: 'CREATE ANNUAL SUBMISSIONS' and 'OTHER SUBMISSIONS'. The 'CREATE ANNUAL SUBMISSIONS' section includes a link for 'Create FYE 10/31/2002 Annual Submission'. The 'OTHER SUBMISSIONS' section includes links for 'Create Merger/Change in Ownership Submission', 'Change Fiscal Year End Date', 'Create Exemption/Waiver Request Submission', 'Create Initial Application Submission', 'Create Closeout Audit Submission', 'Create Reinstatement Submission', 'Create Stub Audit Submission', and 'Submit Additional Information'. Below these links is a button labeled 'VIEW HISTORICAL SUBMISSIONS'. On the right side, there is a 'NOTIFICATIONS' section with a message: 'Your Fiscal Year End 10/31/2002 Annual Submission is due on 4/30/2003.'

1. To logout of the eZ-Audit system, click on the **LOGOUT** button at the top of this page. The screen shown on the next page should appear if you have successfully logged out of the system.

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2. To log back into the eZ-Audit system click on the underlined link above and repeat the **LOGIN** step.

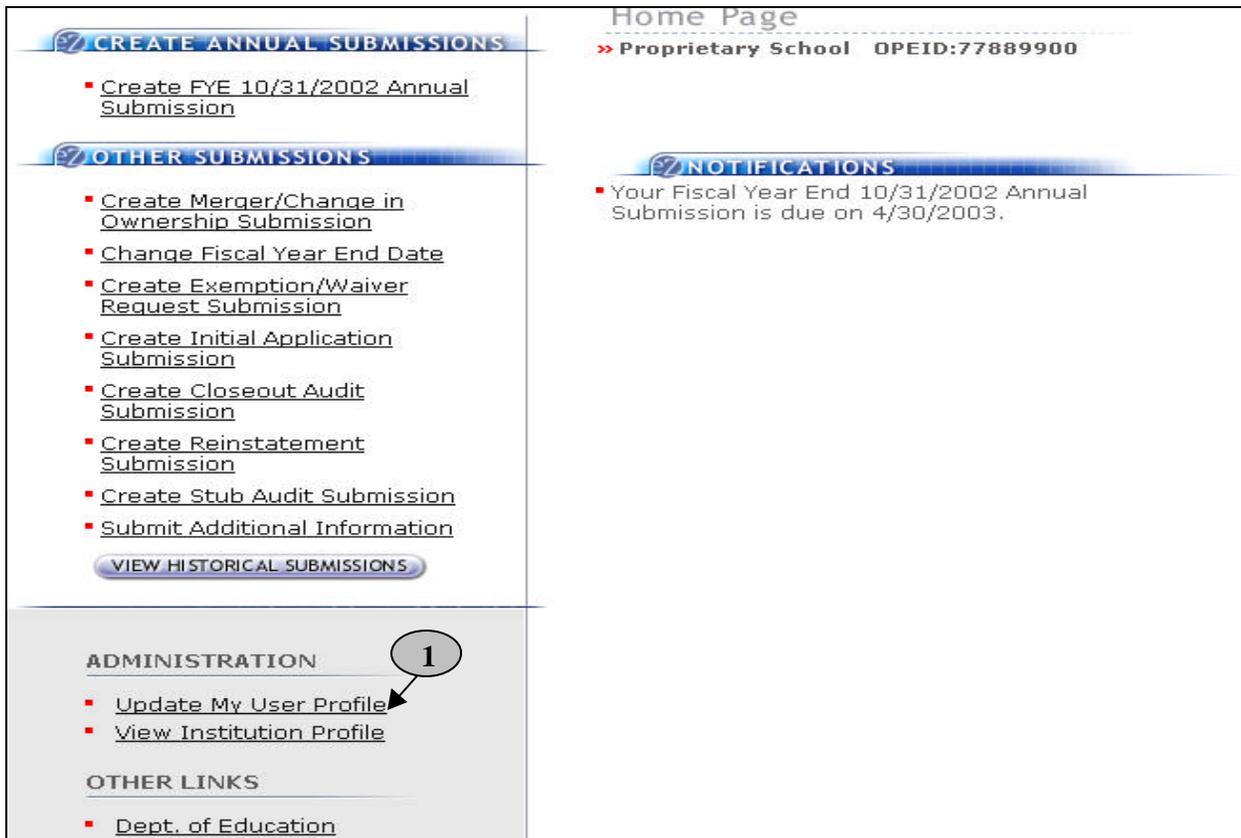
NOTE

Your eZ-Audit session will automatically expire after 30 minutes of inactivity.

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My Profile

To update your profile (i.e. username, email address, phone number, password, etc.), repeat the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. The screen below should appear with your institution's name and OPEID number:



<p>CREATE ANNUAL SUBMISSIONS</p> <ul style="list-style-type: none"> ▪ Create FYE 10/31/2002 Annual Submission <p>OTHER SUBMISSIONS</p> <ul style="list-style-type: none"> ▪ Create Merger/Change in Ownership Submission ▪ Change Fiscal Year End Date ▪ Create Exemption/Waiver Request Submission ▪ Create Initial Application Submission ▪ Create Closeout Audit Submission ▪ Create Reinstatement Submission ▪ Create Stub Audit Submission ▪ Submit Additional Information <p>VIEW HISTORICAL SUBMISSIONS</p> <p>ADMINISTRATION</p> <ul style="list-style-type: none"> ▪ Update My User Profile ▪ View Institution Profile <p>OTHER LINKS</p> <ul style="list-style-type: none"> ▪ Dept. of Education 	<p>Home Page</p> <p>>> Proprietary School OPEID:77889900</p> <p>NOTIFICATIONS</p> <ul style="list-style-type: none"> ▪ Your Fiscal Year End 10/31/2002 Annual Submission is due on 4/30/2003.
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1. Click on the underlined text "[Update My User profile](#)" located on the lower left hand side of the screen. This will take you to the Update My Profile page shown on the next page.

NOTE This page is used to update your user profile information such as name, email address, phone, password, etc.

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If you clicked on the underlined text "[Update My User profile](#)" on your institution's homepage, the screen below should appear:



FSA FEDERAL STUDENT AID | **eZ-AUDIT** | [AUDIT HOME](#) | [HELP](#) | [MANAGE USERS](#) | [LOGOUT](#)

Update My Profile

USER INFORMATION

Please take a few moments to review the information we currently have on file and update any incorrect or outdated information.

If you wish to change a user's email address, please key in the same email address in the Email Address and Re-Type Email Address fields. If no change is made to the email address, the email address password will not change.

First Name:

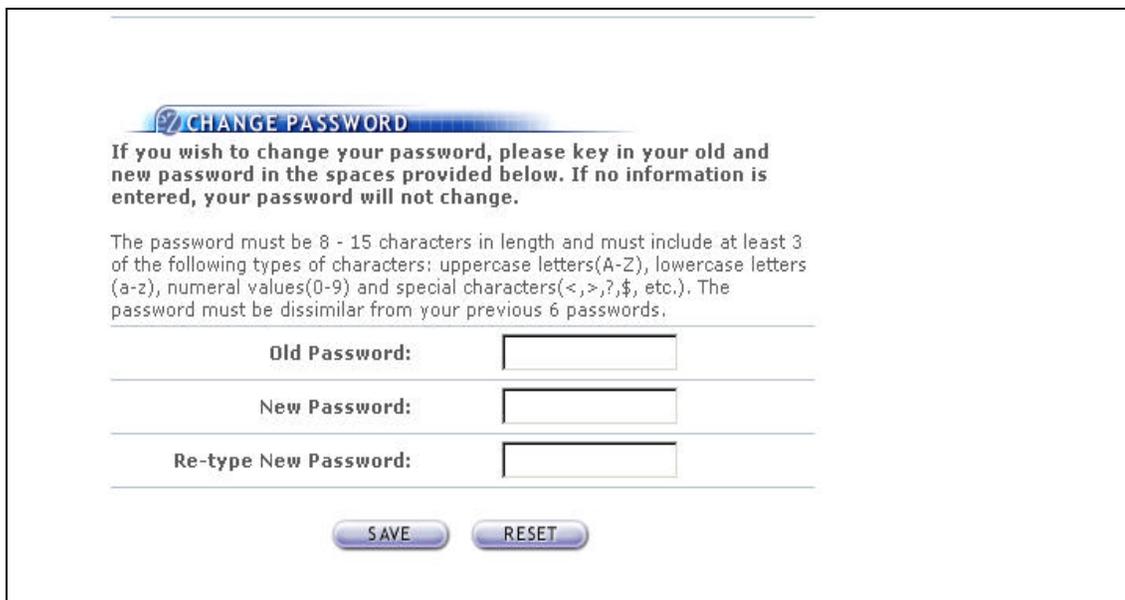
Last Name:

Email Address:

Re-Type Email Address:

Office Phone: Ext.

Fax:



CHANGE PASSWORD

If you wish to change your password, please key in your old and new password in the spaces provided below. If no information is entered, your password will not change.

The password must be 8 - 15 characters in length and must include at least 3 of the following types of characters: uppercase letters(A-Z), lowercase letters (a-z), numeral values(0-9) and special characters(<, >, ?, \$, etc.). The password must be dissimilar from your previous 6 passwords.

Old Password:

New Password:

Re-type New Password:

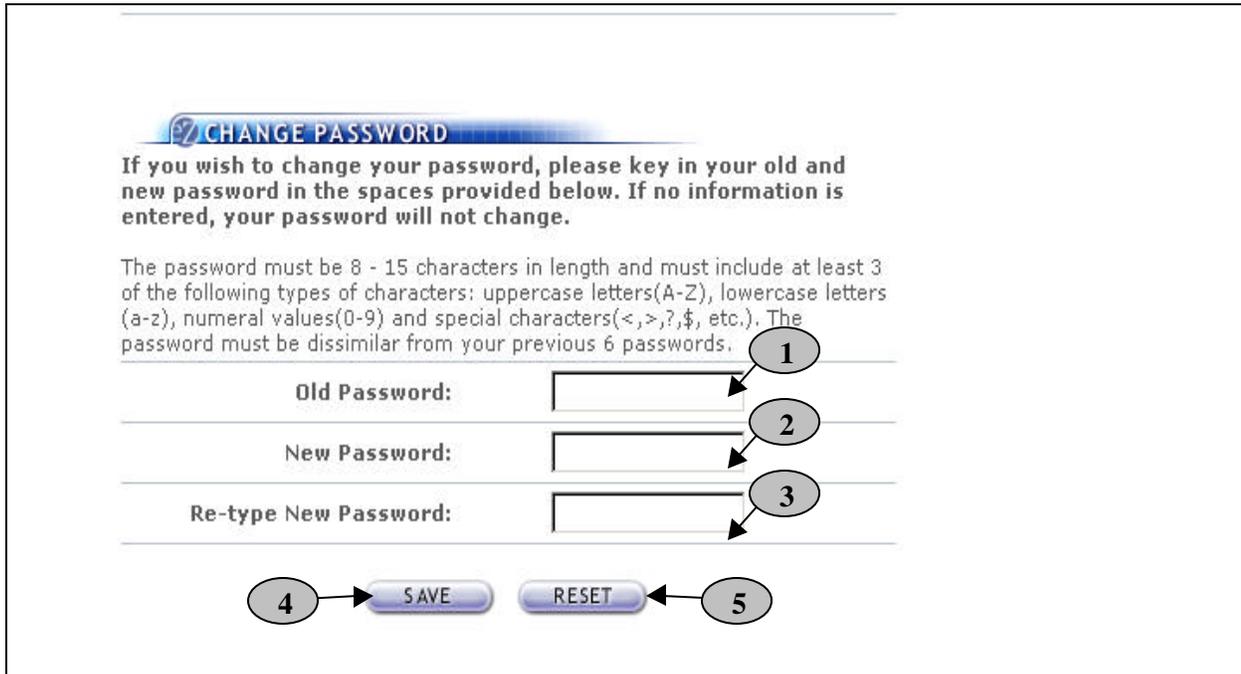
NOTE

Take a moment to review the information on this screen for accuracy. If changes need to be made, update the information as necessary and enter any missing information. Remember to **SAVE** your changes!!!

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Change Password

To change your password, repeat the **My Profile** step. This will take you to the Update My Profile page. The screen shown below should appear at the bottom of that page:



CHANGE PASSWORD

If you wish to change your password, please key in your old and new password in the spaces provided below. If no information is entered, your password will not change.

The password must be 8 - 15 characters in length and must include at least 3 of the following types of characters: uppercase letters(A-Z), lowercase letters (a-z), numeral values(0-9) and special characters(<, >, ?, \$, etc.). The password must be dissimilar from your previous 6 passwords.

Old Password:

New Password:

Re-type New Password:

1. Type your old or temporary password.
2. Type your new password.
3. Retype your new password.
4. Click the **SAVE** button to ensure all changes are successfully captured by the system.
5. Click the **RESET** button to cancel current entries and begin again.

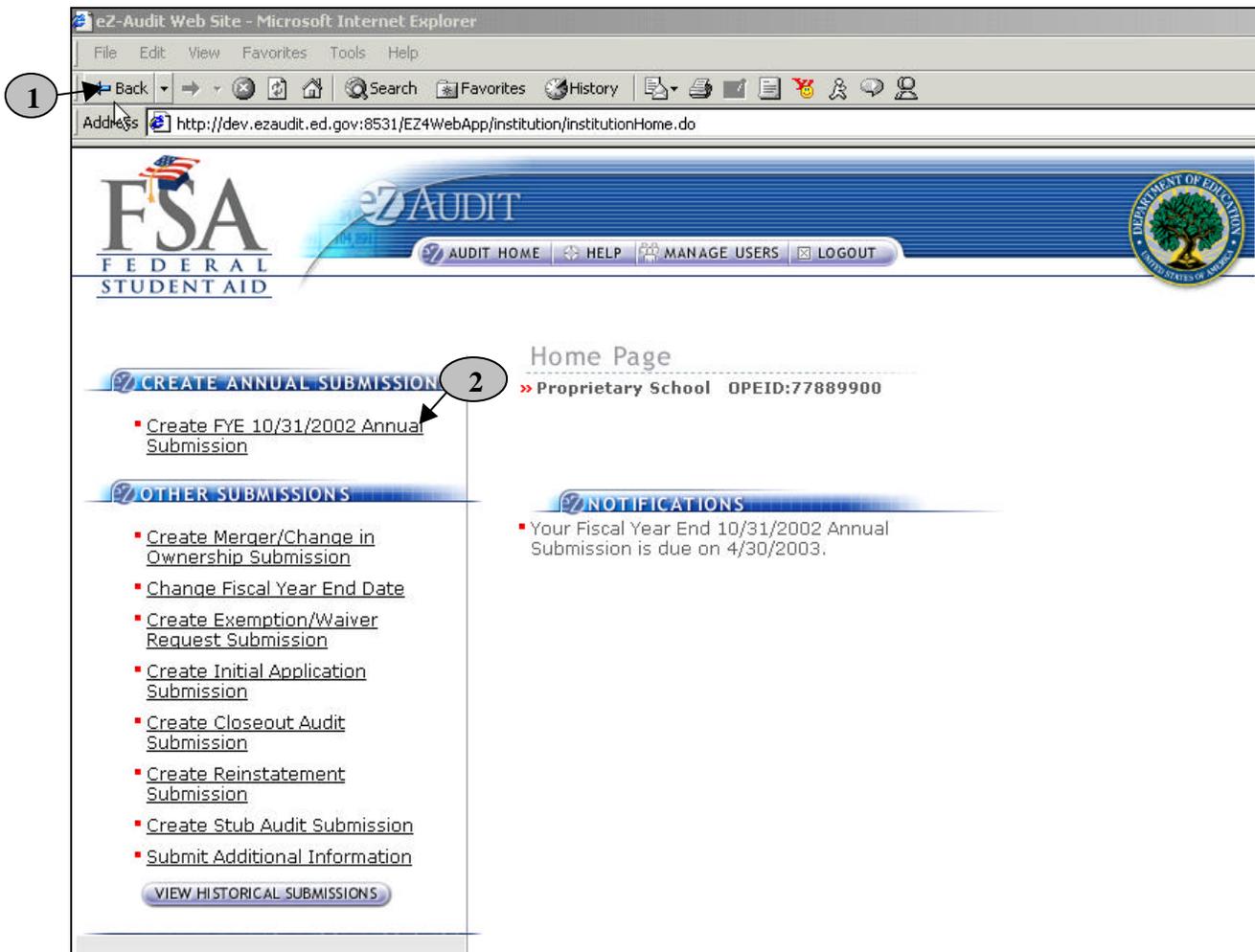
NOTE

The password must be 8-15 characters in length and must include uppercase, lowercase letters and numeric values. Clicking the SAVE button ensures all information has been saved by the system. Please note that the system will automatically prompt you to change your password every 90 days. Follow the same process described above to make this change. If you require additional help, contact the Help desk at 1-877-263-0780.

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Navigation

To move from field to field in the eZ-Audit system, simply press the **Tab** button on your computer. This takes you from one field to the next.

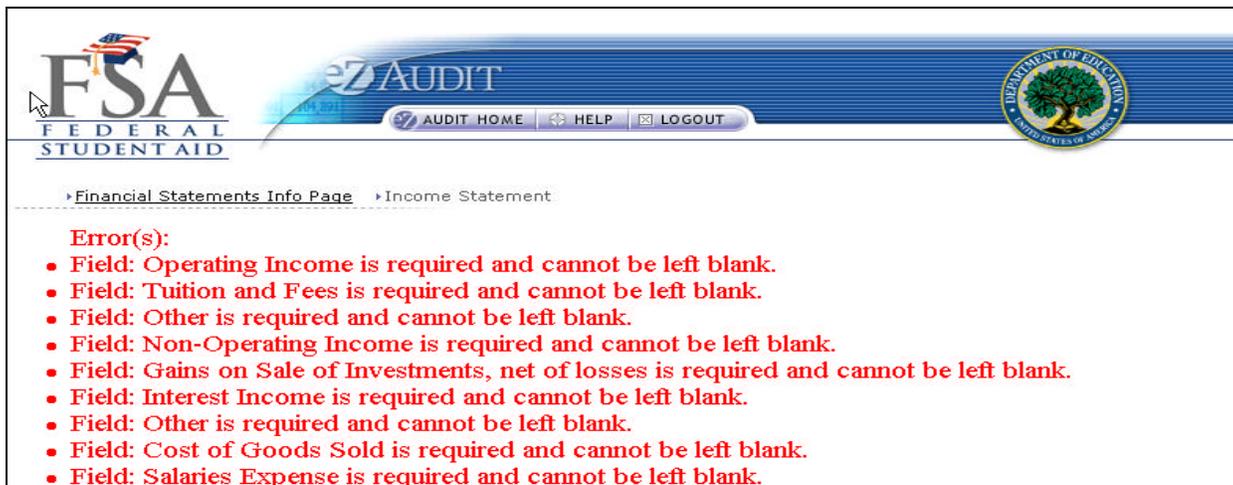


1. To go back to a previous screen or action, simply click on the **back or forward** button.
2. To move across forms or sections in the system, click the underlined text of interest.

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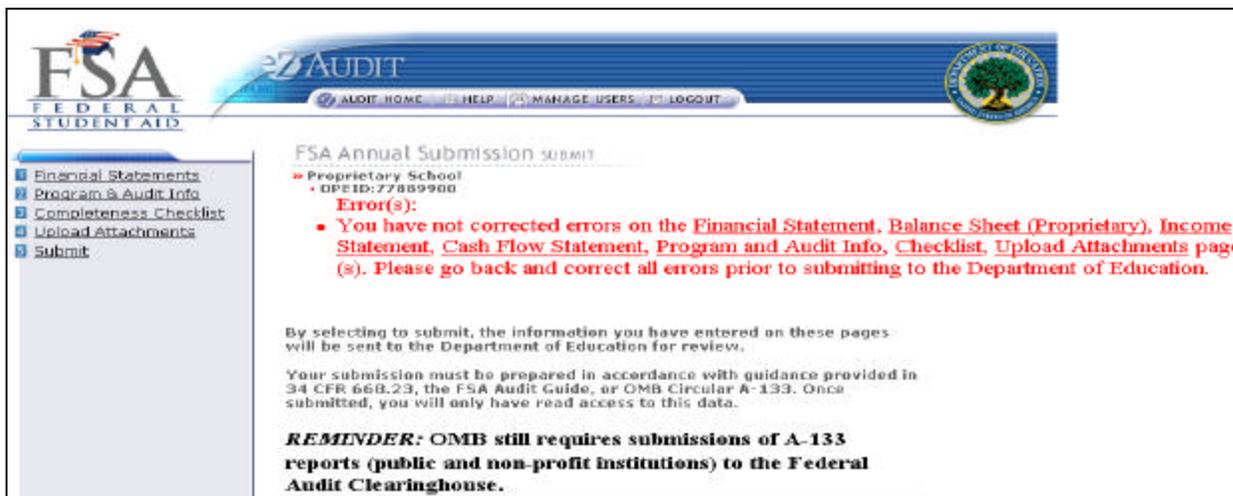
Data Edits

Edit checks will be automatically performed on each page when you click on any of the transaction buttons such as the **“SAVE or SAVE and PROCEED”** buttons. If any invalid data entries are detected, the page will redisplay with error message(s) at the top indicating the field that needs to be corrected and the correction to be made. To continue, make the changes indicated by the message(s) displayed and click the **“SAVE or SAVE and PROCEED”** buttons. This will allow for the submission process to continue. The system will not allow you to submit to the Department of Education without correcting the errors. See sample screens below:



The screenshot shows the eZ-Audit interface with the following elements:

- Navigation bar: FSA FEDERAL STUDENT AID, eZ-AUDIT, AUDIT HOME, HELP, LOGOUT.
- Department of Education logo.
- Navigation links: Financial Statements Info Page, Income Statement.
- Error(s) list:
 - Field: Operating Income is required and cannot be left blank.
 - Field: Tuition and Fees is required and cannot be left blank.
 - Field: Other is required and cannot be left blank.
 - Field: Non-Operating Income is required and cannot be left blank.
 - Field: Gains on Sale of Investments, net of losses is required and cannot be left blank.
 - Field: Interest Income is required and cannot be left blank.
 - Field: Other is required and cannot be left blank.
 - Field: Cost of Goods Sold is required and cannot be left blank.
 - Field: Salaries Expense is required and cannot be left blank.



The screenshot shows the eZ-Audit interface with the following elements:

- Navigation bar: FSA FEDERAL STUDENT AID, eZ-AUDIT, AUDIT HOME, HELP, MANAGE USERS, LOGOUT.
- Department of Education logo.
- Navigation menu: Financial Statements, Program & Audit Info, Completeness Checklist, Upload Attachments, Submit.
- Section: FSA Annual Submission SUBMIT
 - Proprietary School
 - DPEID: 77889900
 - Error(s):
 - You have not corrected errors on the Financial Statement, Balance Sheet (Proprietary), Income Statement, Cash Flow Statement, Program and Audit Info, Checklist, Upload Attachments page(s). Please go back and correct all errors prior to submitting to the Department of Education.
- Text: By selecting to submit, the information you have entered on these pages will be sent to the Department of Education for review.
- Text: Your submission must be prepared in accordance with guidance provided in 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133. Once submitted, you will only have read access to this data.
- Text: **REMEMINDER: OMB still requires submissions of A-133 reports (public and non-profit institutions) to the Federal Audit Clearinghouse.**

NOTE

The eZ-Audit system does not allow punctuation marks in the fields. For example, “\$” dollar, “:” colon and “,” comma signs input into the system will result in an error message. Also please note that all fields must be completed. Enter “0” for any null response.



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eZ-Audit Security

System Security and Use: All eZ-Audit users are required to carefully read and sign the *eZ-Audit Rules of Behavior* document that can be accessed via the web at <http://ifap.ed.gov>. Each user of the eZ-Audit system must download a copy of the Rules of Behavior document, sign it and retain the copy in the institution's files. This document (Rules of Behavior), clearly defines acceptable behavior and the consequences for flouting such behavior as contained in P.L. 99-474.

To ensure that you as a user are protected from unauthorized users having access to your system, the following points should be considered and adhered to diligently:

- Do not leave computers unattended when processing sensitive data.
- Place sensitive information out of sight when visitors are present.
- Verify that you are completely logged off from an active session.
- Invoke screensaver password when leaving a workstation.
- Only authorized employees within your institution should have access to the eZ-Audit system.
- Do not write your password down on paper.
- Passwords should be no less than eight characters and should contain both alpha and numeric characters.
- Avoid creating passwords that can be easily guessed (e.g., names of children, pets, etc.).
- Do not disclose your password to others (e.g., to a coworker in order to share files).

Privacy: THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on Department of Education computer systems. Unauthorized use of this system is a violation of Federal law and can be punished with fines or imprisonment (P.L. 99-474). "Use of this system by any user, authorized or unauthorized, constitutes consent to this monitoring, interception, recording, reading, copying, or capturing and disclosure."

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

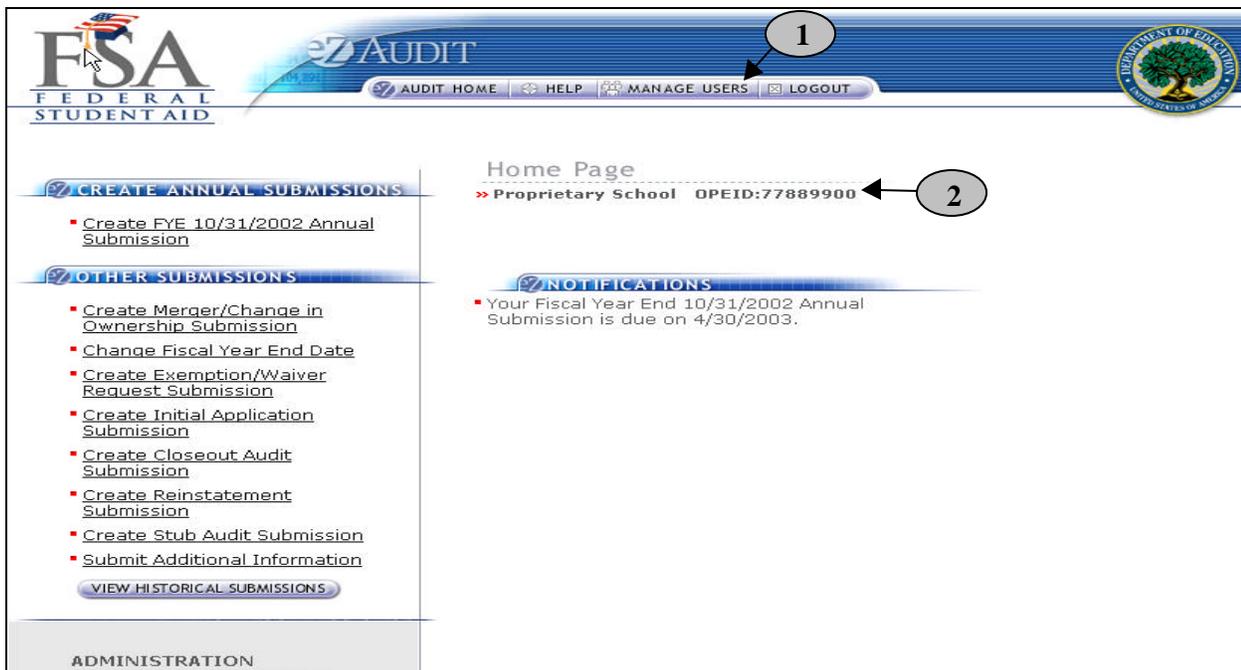
Manage Users

Types of Users and Responsibilities

1. The **eZ-Audit Institution/School Administrator**, selected by your school, is responsible for:
 - o Registering your school with eZ-Audit
 - o Providing/managing access to data entry and submission approval personnel, as identified by your school
 - o Maintaining security information regarding schools users as required
2. The **eZ-Audit Data Entry Users**, selected by your school are responsible for:
 - o Entering data into the eZ-Audit system
 - o Attaching non-editable, pdf files of audited financial statements and compliance audits
3. The **eZ-Audit Submission Approvers**, selected by your school, are responsible for:
 - o Reviewing the submission prior to "submit"
 - o Approving the submission via the "submit" action

Institution Administrator Homepage

To log into the eZ-Audit system as your institution's administrator, repeat the **LOGIN** step. The screen below should appear once your administrator's username and password has been entered and verified by the system. This screen below is different between persons having administrator or user's rights:

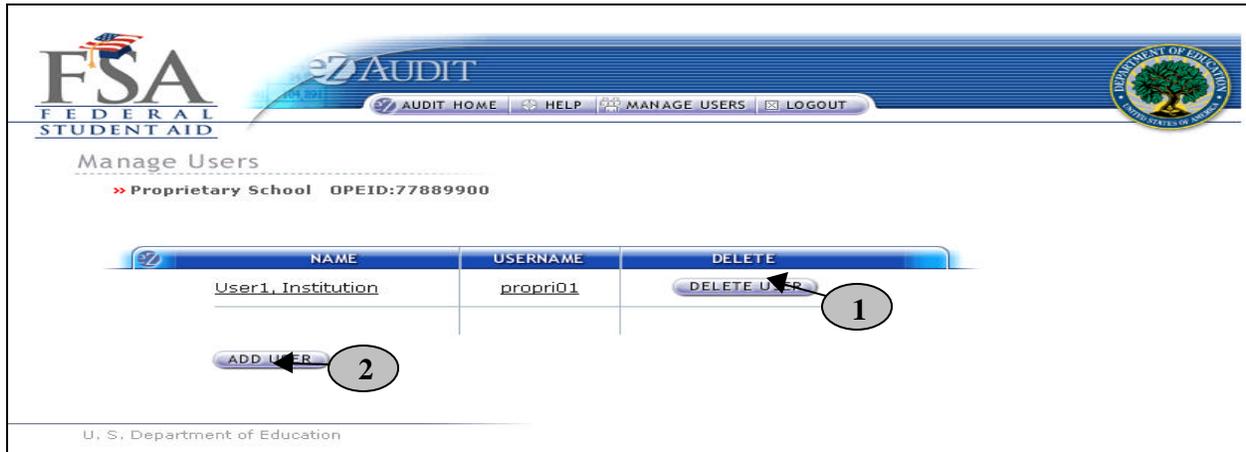


1. The **MANAGE USERS** button should be displayed if you have administrator's rights to this system. Click on it to perform any of the manage users tasks such as adding or deleting a user. The screen on the next page should appear.
2. This should read the name of your institution. Confirm that this is correct.

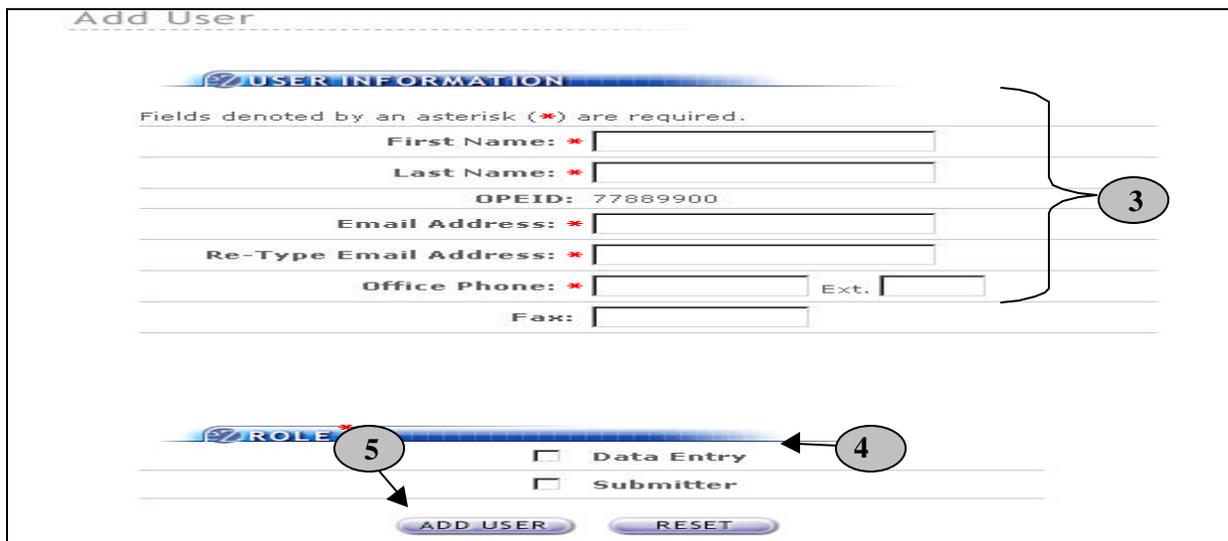
Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Creating Data Entry Users

If you clicked on the “**Manage Users**” button, the screen below should appear:



1. Click on the **DELETE USER** button to delete a user from the system
2. Click on the **ADD USER** button to add a user to the system.



3. Complete all required fields providing the name and contact information for the “New User”.
4. Do not forget to specify the New User’s role (see “[Manage Users](#)” for role definition).
5. Remember to click on the “**ADD USER**” button to save all entries.

NOTE

Each registered institution’s administrator will have the capability to add or delete a user for their institution. When a new user is added, the user will receive 2 email notifications, one containing their username and the other containing the user’s temporary password.



Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Institution Profile Page/Status

Institution Profile

This is a sample of what an institution's profile page should look like. Institutions should confirm that the information is correct.



[eZAudit Home](#) > [Institution Profile](#)

Institution Profile

> **Lancaster School of Cosmetology** OPEID:02212700

INSTITUTION INFO

The information on this page is read-only. If any information below is incorrect, please go to the Department of Education's [Application to Participate in Federal Student Aid Programs \(eApp\)](#) Website to update.

Institution Name:	Lancaster School of Cosmetology
Type of Institution:	Proprietary
Address:	50 Ranck Avenue
Address:	City: Lancaster
	State: PA
Postal Code:	176023222
Phone Number:	7172990200
Fax Number:	7172990202
OPE ID (Parent):	
OPE ID (Subsidiary):	
	TIN: 65-45678
DUNS Number:	97153266
Fiscal Year End:	12/31/2002
President:	Ms Carol T Micciche
President Email:	jennysri@gwu.edu
Financial Aid Admin:	Ms Carol L Thompson
FAA Email:	jennysri@gwu.edu
Contact Person:	
Contact Email:	
Owner:	
Owner Email:	
Primary Accreditation Org.:	NACCAS
Other Accreditation Org.:	

U. S. Department of Education

NOTE

Changes to the Institution's Profile can only be made via the eAPP. This can be accessed at www.eligcert.ed.gov.

April 1, 2003



Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Historical Submissions

This page provides a history of the institution's past transactions as available in the eZ-Audit system. You may view prior submissions at anytime. Please note that you will have "read" only access to these historical submissions.

The screenshot shows the eZ-Audit web interface. At the top left is the FSA FEDERAL STUDENT AID logo. In the center is the eZ-AUDIT logo. To the right of the eZ-AUDIT logo is a navigation bar with buttons for AUDIT HOME, HELP, MANAGE USERS, and LOGOUT. On the far right is the Department of Education logo. Below the navigation bar, the page title is "View Historical Submissions" followed by "» Proprietary School OPEID:77889900". The main content area displays the message "You have no historical submissions". At the bottom left of the page, it says "U. S. Department of Education".

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Notifications

At anytime you will be able to view your institution's review status by viewing the notification section of your homepage. This can be reached by repeating the step **LOGIN**. This will bring you to your institution's eZ-Audit homepage and the screen below should appear:

The screenshot displays the eZ-Audit interface. At the top left is the FSA logo. The navigation bar includes 'AUDIT HOME', 'HELP', 'MANAGE USERS', and 'LOGOUT'. The left sidebar contains 'CREATE ANNUAL SUBMISSIONS' and 'OTHER SUBMISSIONS' with various submission options. The main content area shows 'Home Page' with the institution name 'Proprietary School' and OPEID '77889900'. Below this is a 'NOTIFICATIONS' section with a message: 'Your Fiscal Year End 10/31/2002 Annual Submission is due on 4/30/2003.' Two callout boxes with arrows point to the OPEID and the notification message, labeled '1' and '2' respectively.

1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. This is the Notification section. Most recent institution's submission status and other notifications will be displayed.

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Annual Submissions

Financial Statement

To complete your institution's annual submission, complete the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Click on the underlined text "Create FYE----Annual Submission", and then the screen below should appear with your institution's name:

NOTE

If you are submitting for a school group (consolidated financial statements and/or consolidated compliance audit) only one institution (OPEID) in the group should be used to satisfy the reporting requirement for all institutions that are part of the school group. In other words, if any of your group audits have findings then you must click YES when the system prompts you with this question. Remember, do not use commas or other punctuation and place a "0" in any fields with a null value.

1. This should read the name of your institution and OPEID. Confirm that this is correct.
2. If your financial statement is not consolidated, **NO** will be displayed. If your financial statement is consolidated, **YES** will be displayed with the name of the institution the Department of Education has on file as covered in the financial statements. Please see the note above and contact the help desk at 1-877-263-0780 if you require additional help or if there are any discrepancies.
3. Begin date is the beginning of the audit period.
4. End date is the end of the audit period.
5. Provide a reason if your audit period is less than a year.
6. This is the auditor on file with the Department of Education.



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7. If the auditor's information is correct, no action is required. If incorrect, please update with current auditor information.
8. This field should be pre-populated. Please enter the auditor's Tax Identification Number (TIN) if this information is incorrect or missing.
- 9.

FSA Annual Submission – Financial Statements page continues:

4. Are your financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)? **9**

YES NO

5. Are your financial statements audited in accordance with Generally Accepted Government Auditing Standards (GAGAS)? **10**

YES NO

6. Opinion Type **11**

7. Enter 90/10 Revenue Attestation Percentage

% **12**

10. Are your financial statements prepared in accordance with GAAP? [Please see 34CFR 668.23 for requirements.](#)
11. Are your financial statements audited in accordance with GAGAS? [Please see 34CFR 668.23 for reporting requirements.](#)
12. Please select appropriate opinion type from the drop down list based on your auditor's opinion.
13. Enter **90/10** revenue attestation percentage provided by auditor. [Please see 34 CFR 600.5.](#)

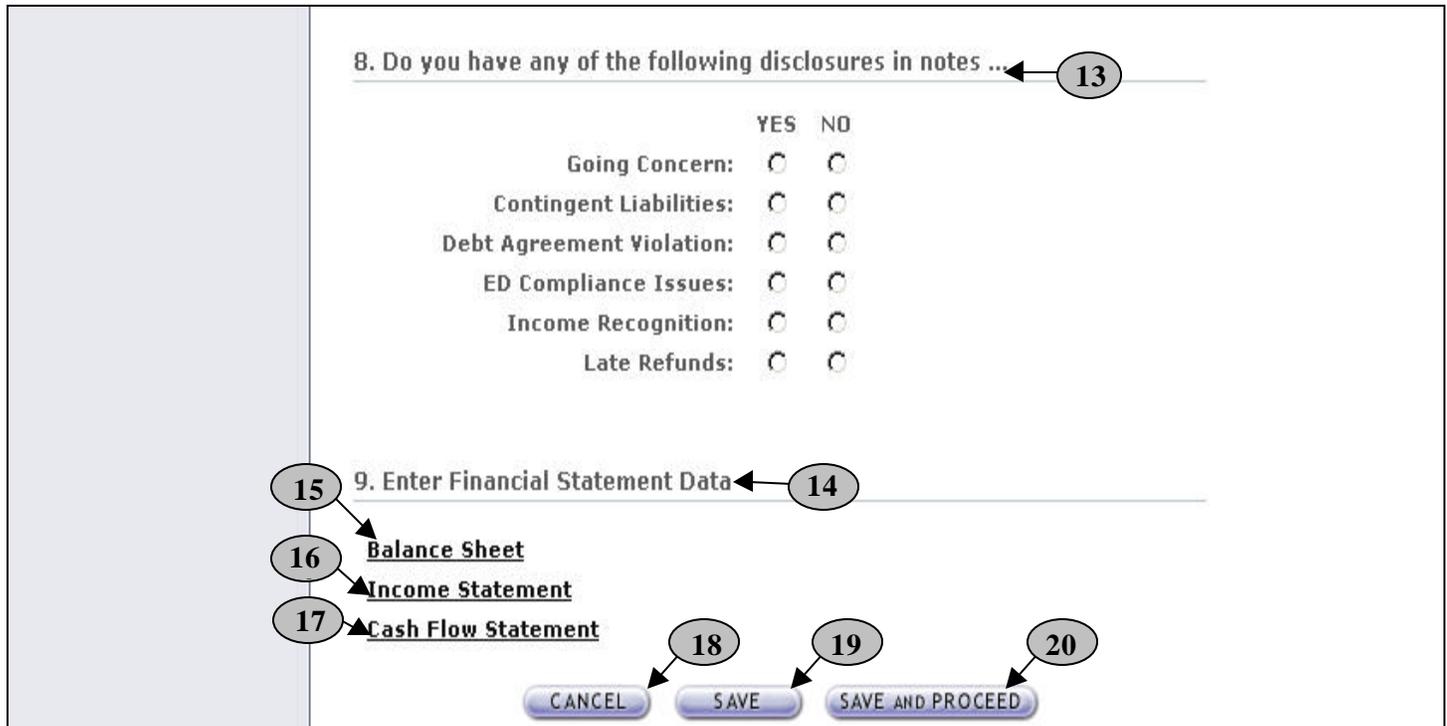
NOTE

If you are submitting for a school group ,(consolidated financial statements) enter the 90/10 revenue percentage of the submitting OPEID for Question 7. In addition, provide the 90/10 percentages of other schools within the group in the

Additional Notes” section of the completeness checklist page. You can also attach a .pdf file containing this information.

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

FSA Annual Submission – Financial Statements page continues:



8. Do you have any of the following disclosures in notes ... 13

	YES	NO
Going Concern:	<input type="radio"/>	<input type="radio"/>
Contingent Liabilities:	<input type="radio"/>	<input type="radio"/>
Debt Agreement Violation:	<input type="radio"/>	<input type="radio"/>
ED Compliance Issues:	<input type="radio"/>	<input type="radio"/>
Income Recognition:	<input type="radio"/>	<input type="radio"/>
Late Refunds:	<input type="radio"/>	<input type="radio"/>

9. Enter Financial Statement Data 14

15 [Balance Sheet](#)

16 [Income Statement](#)

17 [Cash Flow Statement](#)

18 19 20

CANCEL SAVE SAVE AND PROCEED

14. If your submission contains any of the disclosures listed, please select all that applies as **YES** or **NO** for all disclosures that do not apply.
15. Under this section, please click on each of the types of statements and complete the fields requested.
16. Click on [Balance Sheet](#) –(see section on completing the Balance Sheet).
17. Click on [Income Statement](#) –(see section on completing the Income Statement).
18. Click on [Cash Flow Statement](#)-(see section on completing the Cash Flow Statement).
19. Click the **CANCEL** button to make changes to all entries.
20. Click the **SAVE** button to ensure all entries are successfully stored by the system on this page.
21. Click the **SAVE and PROCEED** button to go to the Program and Audit Information page. This is the next stage in the submission process.

NOTE If you have not submitted your prior fiscal year end financial statement and compliance audit, you will not be able to submit your annual submission. All Not-for-profit schools are required to complete: the Balance Sheet, Income Statement and Cash Flow Statement. Do not leave any field blank.

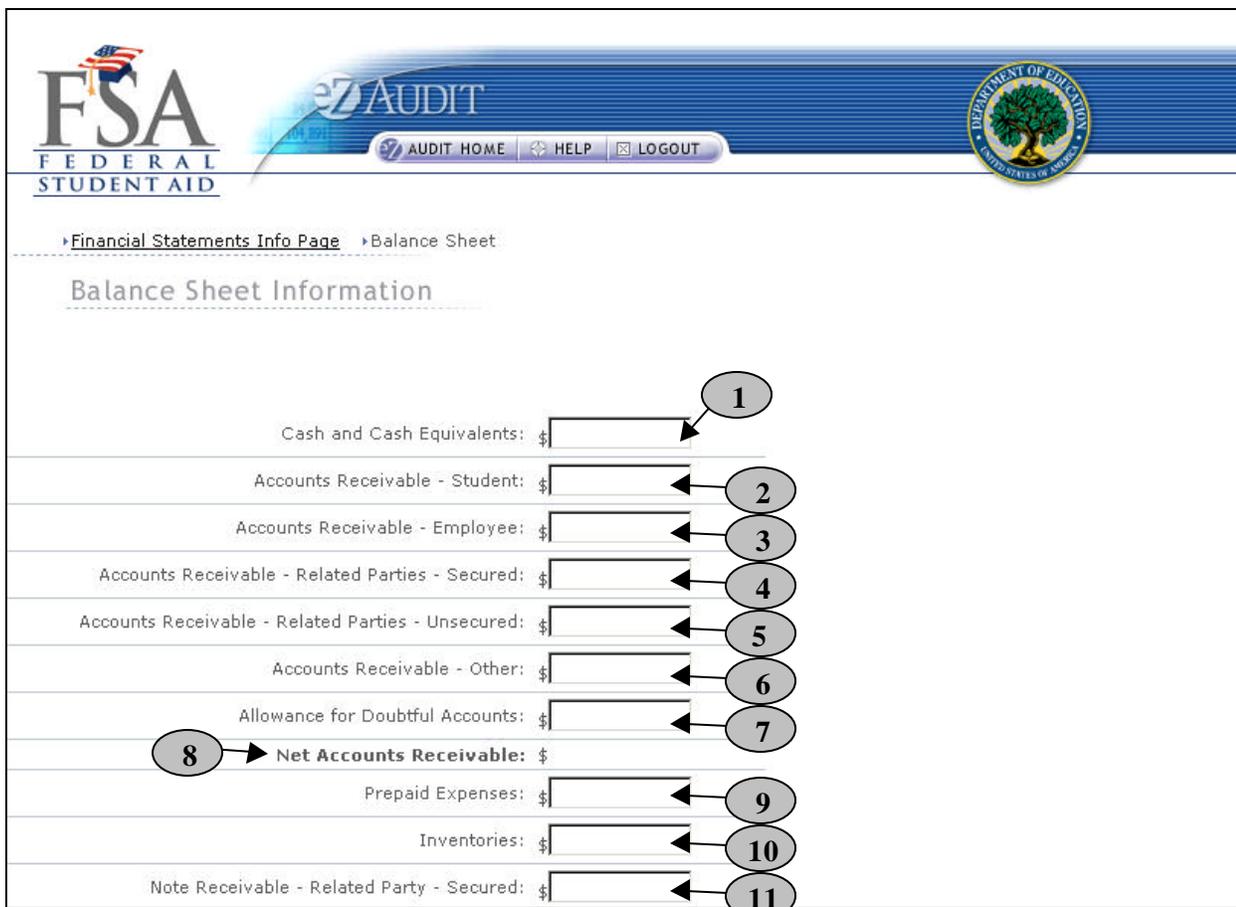
Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Balance Sheet

If you clicked on the underlined text "[Balance Sheet](#)" on the Financial Statements page, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Click on the underlined text "[Financial Statements](#)", and then click on the underlined text "[Balance Sheet](#)" on the lower part of the page. The screen below should appear:

NOTE

All data entered on this page should come directly from the balance sheet and/or notes that will be attached with your submission. Remember, do not use commas or other punctuation and place a "0" in any fields with a null value.



The screenshot shows the "Balance Sheet Information" page in the eZ-Audit system. The page header includes the FSA logo, the eZ-AUDIT logo, and navigation links for "AUDIT HOME", "HELP", and "LOGOUT". The breadcrumb trail shows "Financial Statements Info Page" > "Balance Sheet". The main content area is titled "Balance Sheet Information" and contains a list of account categories with corresponding input fields. Numbered callouts (1-11) point to the following fields:

- 1: Cash and Cash Equivalents: \$ [input field]
- 2: Accounts Receivable - Student: \$ [input field]
- 3: Accounts Receivable - Employee: \$ [input field]
- 4: Accounts Receivable - Related Parties - Secured: \$ [input field]
- 5: Accounts Receivable - Related Parties - Unsecured: \$ [input field]
- 6: Accounts Receivable - Other: \$ [input field]
- 7: Allowance for Doubtful Accounts: \$ [input field]
- 8: Net Accounts Receivable: \$ [input field]
- 9: Prepaid Expenses: \$ [input field]
- 10: Inventories: \$ [input field]
- 11: Note Receivable - Related Party - Secured: \$ [input field]

1. Cash on hand, demand deposits in banks and other accounts characteristic of demand deposits that may be withdrawn without prior notice or substantial penalty. See SFAC NO 6 & FASB Technical Bulletin NO. 81-4.
2. All amounts due from students on account. See SFAC NO 6.
3. All amounts due from employee borrowings from the institution or employee advances. See SFAC NO 6.
4. All amounts due from related parties [owners, shareholders and affiliates] on account that are collateralized or subject to a security agreement. See SFAC NO 6.
5. All amounts due from related parties [owners, shareholders and affiliates] on account that are not collateralized or subject to a security agreement. See SFAC NO 6.

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6. All amounts on account not included in line items 2 thru 5 above. [See SFAC NO 6.](#)
7. The amount of the allowance recorded to recognize the value of uncollectible accounts. [See SFAC NO 6.](#)
8. Net realizable value of accounts receivables. Equals gross accounts receivable less the allowance for doubtful accounts [line items 2 thru 6 minus 7]. [See SFAC NO 6.](#) This will be automatically calculated by eZ-Audit.
9. Expenses that result from a cash outlay in a prior period; and, has not yet been consumed. [See SFAC NO 6.](#)
10. The cost of goods purchased for resale in the normal course of business. [See SFAC NO 6.](#)
11. All amounts due from related parties [owners, shareholders and affiliates] on account in the form of promissory notes that are collateralized or subject to a security agreement. [See SFAC NO 6 & SFAS 57.](#)

Balance Sheet Continues:

Note Receivable - Related Party - Unsecured:	\$	<input type="text"/>	←	12
Note Receivable - Other:	\$	<input type="text"/>	←	13
Investments (current):	\$	<input type="text"/>	←	14
Deferred Advertising:	\$	<input type="text"/>	←	15
Deferred Income Tax - Current:	\$	<input type="text"/>	←	16
Other Current Assets:	\$	<input type="text"/>	←	17
18 → Total Current Assets:	\$	<input type="text"/>		
Property and Equipment, including capitalized lease assets:	\$	<input type="text"/>	←	19
Accumulated Depreciation:	\$	<input type="text"/>	←	20

12. All amounts due from related parties [owners, shareholders and affiliates] on account in the form of promissory notes that are not collateralized or subject to a security agreement. [See SFAC NO 6 & SFAS 57.](#)
13. All amounts on account in the form of promissory notes not included in line items 11 and 12 above. [See SFAC NO 6.](#)
14. Marketable debt and equity securities classified either as held-to-maturity, trading or available-for-sale; and, included in current assets. [See SFAC NO 6 & SFAS 115.](#)
15. Deferred [capitalized] advertising costs resulting from direct response advertising, only. [See SOP 93-7.](#)
16. Deferred income tax benefits that will reverse during the next fiscal year. [See SFAS 109.](#)
17. All current assets not included in line items 1 thru 16 above. [See SFAC NO 6.](#)
18. Sum of all current assets [line items 1 thru 17] above. This will be automatically calculated by eZ-Audit.
19. Property, Plant and Equipment used in operations [placed in service]; not to include construction in progress. [See SFAC NO. 6 & SFAS 121.](#)
20. Cumulative total of all depreciation expense incurred on property, plant and equipment including capital leases used in operations. [See SFAC NO. 6 & APB NO. 1.](#)

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Balance Sheet Continues:

Net Property and Equipment, including capitalized lease assets:	\$	←	21
Intangible Assets, net of amortization (excluding goodwill):	\$	←	22
Goodwill, net:	\$	←	23
Investments (non-current):	\$	←	24
Note Receivable, Related Party - Secured:	\$	←	25
Note Receivable, Related Party - Unsecured:	\$	←	26
Note Receivable - Other:	\$	←	27
Deferred Income Tax - Non-Current:	\$	←	28
Other Assets:	\$	←	29
Total Assets:	\$	←	30

21. Property, Plant and Equipment including capitalized leases net of accumulated depreciation. [This will be automatically calculated by eZ-Audit.](#)
22. All purchased intangibles including patents, franchises, copyrights, trademarks, brand names, covenants not to compete, accreditation costs, program development costs; and, any advertising costs not resulting from direct response advertising. [See APB 17 & SFAS 142.](#)
23. The excess of costs over the market [fair] value of specific assets acquired in a business combination. [See APB 17 & SFAS 142.](#)
24. Debt and equity securities, facilities, land and other assets held for long-term purposes. [See SFAC NO. 6 & SFAS 115.](#)
25. All amounts due from related parties [owners, shareholders and affiliates] on account in the form of promissory notes that are collateralized or subject to a security agreement classified as non-current. [See SFAC NO. 6 & SFAS 57.](#)
26. All amounts due from related parties [owners, shareholders and affiliates] on account in the form of promissory notes that are not collateralized or subject to a security agreement classified as non-current. [See SFAC NO. 6 & SFAS 57.](#)
27. All amounts on account in the form of promissory notes not included in line items 25 and 26 above classified as non-current. [See SFAC NO. 6.](#)
28. Deferred income tax benefits that will reverse during the next fiscal year. [See SFAS 109.](#)
29. All non-current assets not included in line items 19 thru 28 above. [See SFAC NO. 6.](#)
30. Sum of all assets [line items 1 thru 29] above. [This will be automatically calculated by eZ-Audit.](#)



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Balance Sheet Continues:

	Total Assets:	\$		
	Accounts Payable:	\$	<input type="text"/>	← 31
	Refunds Payable:	\$	<input type="text"/>	← 32
	Student Deposits and Advances:	\$	<input type="text"/>	← 33
	Accrued Expenses:	\$	<input type="text"/>	← 34
	Current Portion of Long Term Debt:	\$	<input type="text"/>	← 35
	Deferred Tuition:	\$	<input type="text"/>	← 36
	Deferred Taxes - Current:	\$	<input type="text"/>	← 37
	Line of Credit:	\$	<input type="text"/>	← 38
	Current Portion of Capital Lease Obligations:	\$	<input type="text"/>	← 39
	Other Current Liabilities:	\$	<input type="text"/>	← 40

31. All amounts owed to suppliers or providers of services from normal operations. [See SFAC NO. 6.](#)
32. All amounts owed to students and/or financial partners subject to Title IV programs. [See SFAC NO. 6.](#)
33. All amounts owed to students from deposits and advance payments. [See SFAC NO. 6.](#)
34. Current liabilities that result from the consumption of an asset or service during the fiscal year prior to payment. [See SFAC NO. 6.](#)
35. Portion of debt used for long-term purposes maturing during the next fiscal year. [See SFAC NO. 6.](#)
36. Receipts on tuition not recognized as revenue due to Department policy requiring pro rata recognition. [See SFAC NO. 6.](#)
37. Deferred tax liabilities reversing during the next fiscal year. [See SFAS 109.](#)
38. Amounts owed due to lines of credit with banks. [See SFAS NO. 6.](#)
39. Portion of the net present value of minimum lease payments maturing during the next fiscal year. [See SFAS13/98.](#)
40. All current liabilities not included in line items 31 thru 39 above. [See SFAS NO. 6.](#)

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Balance Sheet continues:

Total Current Liabilities: \$		41
Long-term debt, net of current portion:	\$	42
Deferred taxes - Non-Current:	\$	43
Capital Lease Obligations:	\$	44
Deferred Compensation:	\$	45
Annuities Payable:	\$	46
Post Employment & Post Retirement Benefits:	\$	47
48 → Other Liabilities:	\$	49
Total Liabilities:	\$	50
Contributed Capital:	\$	51
Retained Earnings:	\$	52
Common Stock:	\$	53
Preferred Stock:	\$	54
Paid in Capital Excess of Par:	\$	55
Unrealized Gain (Loss) on Marketable Securities:	\$	56
Comprehensive Income (Loss):	\$	57
Treasury Stock:	\$	58
Total Owner's Equity:	\$	59
Total Liabilities and Owner's Equity:	\$	60
<input type="button" value="CANCEL"/> <input type="button" value="CALCULATE"/> <input type="button" value="SAVE AND PROCEED"/>		61 62

41. Sum of all current liabilities [line items 31 thru 40-above. This will be automatically calculated by eZ-Audit.
42. All formal debt instruments and any other debt instruments used for long-term purposes. See SFAS 47.
43. Deferred tax liabilities not reversing during the next fiscal year. See SFAS 109.
44. Net present value of minimum lease payments not maturing during the next fiscal year. See SFAS13/98.
45. All amounts owed for pensions, retirements and other deferred elements of compensation
46. Obligations arising from transactions with donors via split interest agreements. Most frequently occurs in proprietary institutions through their conversions from non-profit institutions, or acquisitions of non-profit institutions. See AICPA Not-For-Profits.
47. All amounts owed on plans that pay employees or their beneficiaries for post reemployment or post retirement benefits other than pensions; must be shown on face of the balance sheet. SFAS 106,112 and 132.
48. All non-current liabilities not included in line items 42 thru 46 above. . See SFAS NO. 6.
49. Sum of all liabilities [line items 41 thru 47] above. This will be automatically calculated by eZ-Audit.
50. All capital contributed or donated by owners, shareholders and donors. See SFAS NO. 6.
51. Undistributed earnings and profits maintained for internal purposes. See SFAS NO. 6.
52. Par value of all classes of common stock, authorized and outstanding. See SFAS NO. 6.
53. Par value of all classes of preferred stock, authorized and outstanding. See SFAS NO. 6.
54. Capital that results from the sale of stock [common or preferred] in excess of par. See SFAS NO. 6.
55. Unrealized gains or (losses) from investments in avail-for-sale securities. See SFAS 130.



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56. Change in equity from transactions and events not resulting from investments by or distribution to owners. [See SFAS 130.](#)
57. Value [cost or par] of stock purchase and held after initial issuance. [See SFAS 130.](#)
58. Sum of all owners' equity accounts [line items 49 thru 56] above. [This will be automatically calculated by eZ-Audit.](#)
59. Sum of Total Liabilities and Total Owner's Equity [line item 48 plus line item 57 above]. [This will be automatically calculated by eZ-Audit.](#)
60. Click the **CANCEL** button to make changes to all entries.
61. Click the **CALCULATE** button to have eZ-Audit conduct calculations.
62. Click the **SAVE and PROCEED** button to capture all entries and to go to the Income Statement page, to complete the next step in your submission process.

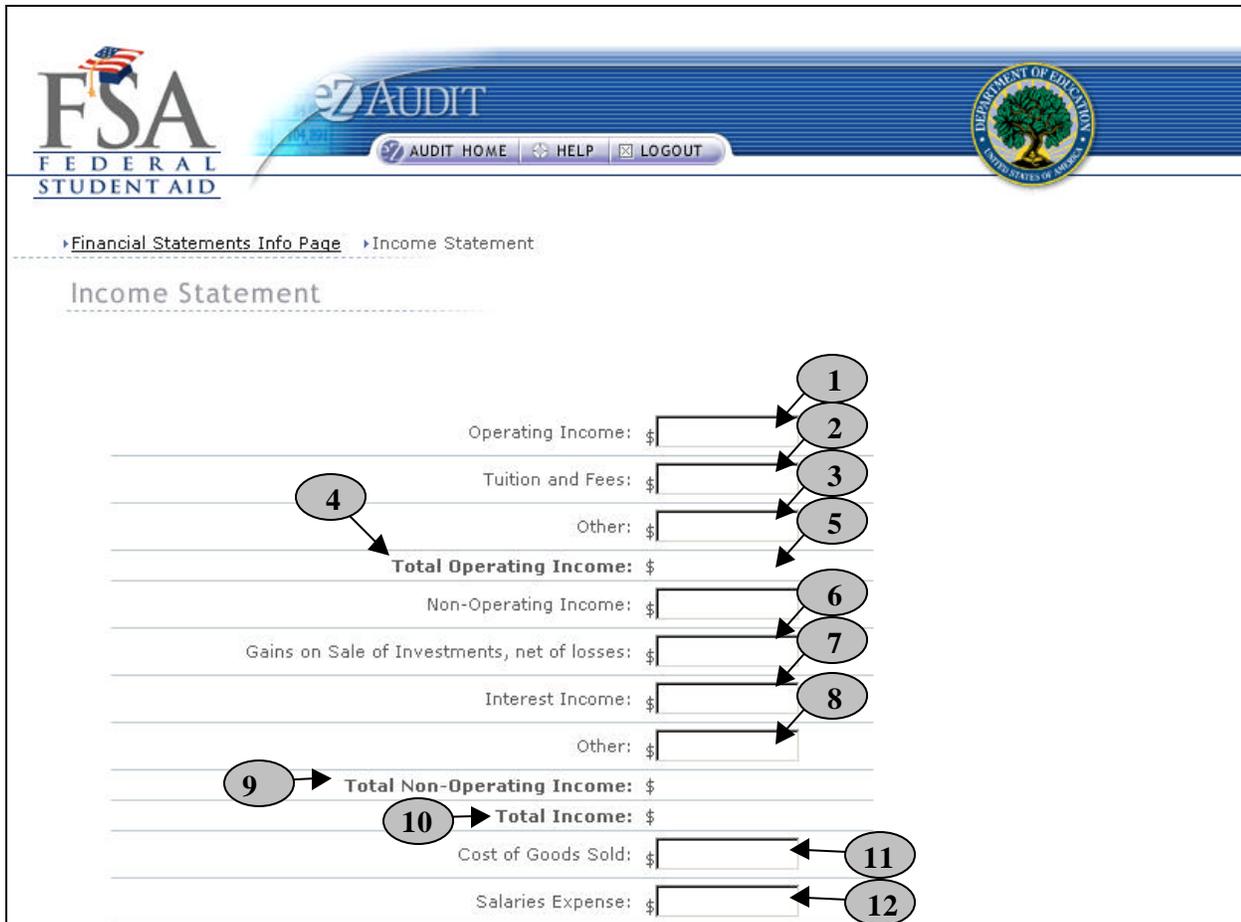
NOTE

[See 34 CFR 668.23, 34 CFR 668.171, and 34 CFR 668.172.](#)

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Income Statement

If you clicked on the underlined text "[Income statement](#)" from the Financial Statements page, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Click on the underlined text "[Financial Statements](#)", and then click on the underlined text "[Income Statement](#)" on the lower part of the page. The screen below should appear:



The screenshot shows the eZ-Audit interface for the Income Statement. The page header includes the FSA logo, eZ-AUDIT logo, and navigation links: AUDIT HOME, HELP, and LOGOUT. The breadcrumb trail shows: Financial Statements Info Page > Income Statement. The main heading is "Income Statement".

The form contains the following items, each with a numbered callout:

- 1: Operating Income: \$ []
- 2: Tuition and Fees: \$ []
- 3: Other: \$ []
- 4: Total Operating Income: \$ []
- 5: Non-Operating Income: \$ []
- 6: Gains on Sale of Investments, net of losses: \$ []
- 7: Interest Income: \$ []
- 8: Other: \$ []
- 9: Total Non-Operating Income: \$ []
- 10: Total Income: \$ []
- 11: Cost of Goods Sold: \$ []
- 12: Salaries Expense: \$ []

1. Income derived from activities that constitute the major focus of the institution [e.g. tuition, fees, etc. net of contra revenue items including internal scholarships]. [See APB NO.9/30.](#)
2. Tuition and fees revenues included in operating income received from students duly enrolled in the institution per ED income recognition policy. [See APB NO.9/30.](#)
3. All operating revenues other than tuition and fees included in operating income received from students duly enrolled in the institution [e.g. rental, store and services revenues, etc.] [See APB NO.9/30.](#)
4. Total of all operating income elements shown above [line items 2 thru 3]. [eZ-Audit system will calculate this automatically.](#)
5. Income derived from activities that do not constitute the major focus of the institution [e.g. gains on sale of investments, interest income and other]. [See APB No. 9/30.](#)
6. Gains on the sale of assets classified as investments in the accounts of the institution. [See APB NO.9/30.](#)

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7. Interest income derived from debt securities or bank accounts, etc. held by the institution. [See APB NO.9/30.](#)
8. All non-operating revenues other than gains on sale of investments and interest income included in non-operating income received from activities not constituting the major activities of the institution [e.g. space rental, etc.]. [See APB NO.9/30.](#)
9. Total of all non-operating income elements shown above [line items 6 thru 8]. [eZ-Audit system will calculate this automatically.](#)
10. Sum total of operating and non-operating income elements [line items 4 plus line item 9 above]. [eZ-Audit system will calculate this automatically.](#)
11. Costs of all goods sold from inventory during the fiscal year [books, items of clothing, accessories, etc.]. [See APB NO.9/30.](#)
12. Wage and Salary expenses and other expenses of payroll for operating personnel. [See APB NO.9/30.](#)

Income Statement Continues:

Rent Expense: \$	<input type="text"/>	13
Insurance Expense: \$	<input type="text"/>	14
Administrative Expense: \$	<input type="text"/>	15
Depreciation and Amortization Expense: \$	<input type="text"/>	16
Interest Expense: \$	<input type="text"/>	17
Bad Debt Expense: \$	<input type="text"/>	18
Marketing: \$	<input type="text"/>	19
Recruiting: \$	<input type="text"/>	20
Other Expenses: \$	<input type="text"/>	21

13. Expenses for the rental of facilities and/or equipment used in operations. Those subject to operating lease [rentals]. [See APB NO.9/30.](#)
14. Expenses incurred to insure facilities and personnel involved in operations. [See APB NO.9/30.](#)
15. Expenses incurred by the institution related to administration activities [e.g. wages, salaries, rent, insurance, etc]. [See APB NO.9/30.](#)
16. Expenses for the systematic expiration of tangible assets [depreciation] and intangible assets [amortization] used in operations. [See APB NO.9/30.](#)
17. Expenses on outstanding debt securities of the institution. [See APB NO.9/30.](#)
18. Expenses recognized to account for the uncollectibility of amounts due on account. [See APB NO.9/30.](#)
19. Expenses of sales and other marketing activities conducted by the institution. [See APB NO.9/30.](#)
20. Expenses from recruitment activities conducted by the institution. [See APB NO.9/30.](#)
21. All expenses not included in line items 11 thru 20 above [e.g. losses on sale of investments, other assets, etc.]. [See APB NO.9/30.](#)

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Income Statement Continues:

Total Expenses:	\$	22
Net Income Before Taxes:	\$	23
Provision for Income Taxes:	\$	24
Net Income After Taxes:	\$	25
Extraordinary Gain (Loss), net of tax:	\$	26
Gain (Loss) from Discontinued Operations, net of tax:	\$	27
Gain (Loss) from Change in Accounting Principle, net of tax:	\$	28
Net Income:	\$	29
Retained Earnings, Beginning of year:	\$	30
Gain (Loss) from Correction of Error, net of tax:	\$	31
Retained Earnings, End of Year:	\$	32

33
 34
 35

U. S. Department of Education

22. Total of all expenses shown above [line items 11 thru 21 above]. eZ-Audit system will calculate this automatically.
23. Total Income [line item 10] minus Total Expenses [line item 22]. eZ-Audit system will calculate this automatically.
24. Income tax expense or benefit for the current fiscal year. See APB No. 9/30.
25. Net Income after income tax expense or benefit for the current fiscal year. eZ-Audit system will calculate this automatically.
26. Gains [Losses], which are infrequent and unusual in nature [e.g. early extinguishment of debt]. See APB No. 9/26/30 & SFAS 4/64/76.
27. Gains [Losses] from the discontinuance of a segment of the business. See APB No. 9/30.
28. Income [Loss] due to change from one GAAP compliant accounting method or practice to another. See APB No. 9/20/30 & FASB Interpret No. 1 and 20 & FASB Bulletin No. 79-17.
29. Net amount of income [loss] after all regular and irregular elements of income [line items 25 thru 28 above]. eZ-Audit system will calculate this automatically.
30. Undistributed earnings and profits maintained by the institution for internal purposes at beginning of the fiscal year. See SFAC No.6.
31. Income or loss resultant from an error in application or calculation related to an accounting practice during the prior fiscal year [prior period adjustment]. See SFAS No. 16.
32. Undistributed earnings and profits maintained by the institution for internal purposes at end of the fiscal year. See SFAC No. 6.
33. Click the **CANCEL** button to erase all entries.
34. Click the **CALCULATE** button for eZ-Audit to conduct all calculations.
35. Click the **SAVE and PROCEED** button to save all entries and then take you back to the Financials Statements page.

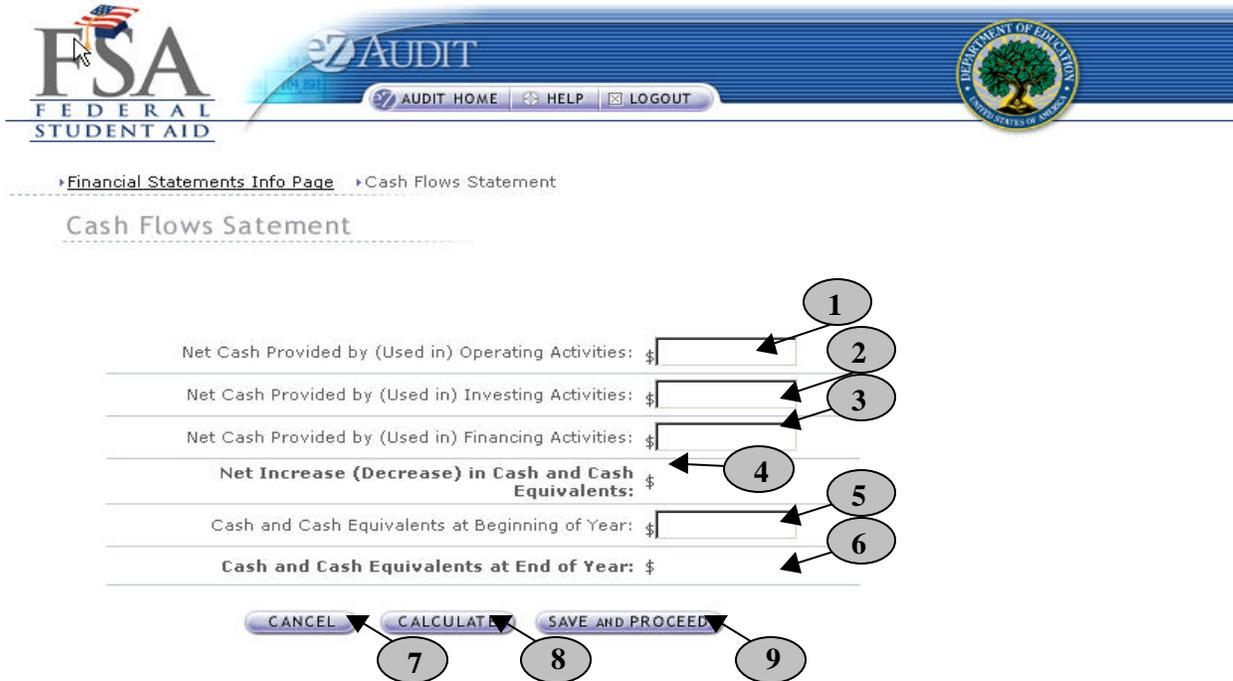
NOTE

See 34 CFR 668.23, 34 CFR 668.171, and 34 CFR 668.172.

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Cash Flow Statement

If you clicked on the underlined text "Cash Flow Statement" on the Financial Statements page, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Click on the underlined text "Financial Statements", and then click on the underlined text "Cash Flow Statement" on the lower part of the page. The screen below should appear:



The screenshot shows the "Cash Flows Statement" form in the eZ-Audit system. The form includes the following fields and buttons:

- Net Cash Provided by (Used in) Operating Activities: \$ (1)
- Net Cash Provided by (Used in) Investing Activities: \$ (2)
- Net Cash Provided by (Used in) Financing Activities: \$ (3)
- Net Increase (Decrease) in Cash and Cash Equivalents: \$ (4)
- Cash and Cash Equivalents at Beginning of Year: \$ (5)
- Cash and Cash Equivalents at End of Year: \$ (6)
- Buttons: CANCEL (7), CALCULATE (8), SAVE AND PROCEED (9)

1. Net cash provided from [used by] operating activities arrived at by adding non-cash expenses to and subtracting non-cash revenues from net income. [See SFAS NO. 95,102 and 104.](#)
2. Net cash provided [used] from activities involving: a) lending money and collecting on loans, b) acquiring and selling or disposing on available-for-sale or held-to-maturity securities and c) acquiring and selling or disposing of long-term productive assets. [See SFAS NO. 95,102 and 104.](#)
3. Net cash provided [used] from activities involving a) resources from and returns to owners and b) borrowing money and repaying or otherwise settling amounts borrowed on short or long-term based credit. [See SFAS NO. 95,102 and 104.](#)
4. The increase [decrease] in the cash balance during the fiscal year; difference in beginning and ending cash balance for the fiscal year. [sum of line items 1 thru 3 above]. [See SFAS NO. 95,102 and 104.](#) [eZ-Audit system will calculate this automatically.](#)
5. The balance in cash at the beginning of the fiscal year. [See SFAS NO. 95,102 and 104.](#)
6. The balance in cash at the end of the fiscal year. [sum of line items 4 and 5 above]. [See SFAS NO. 95,102 and 104.](#) [eZ-Audit system will calculate this automatically.](#)
7. Click the **CANCEL** button to erase all entries.
8. Click the **CALCULATE** button for eZ-Audit to conduct all calculations.
9. Click the **SAVE and PROCEED** button to save all entries and to take you back to the Financials Statements page.

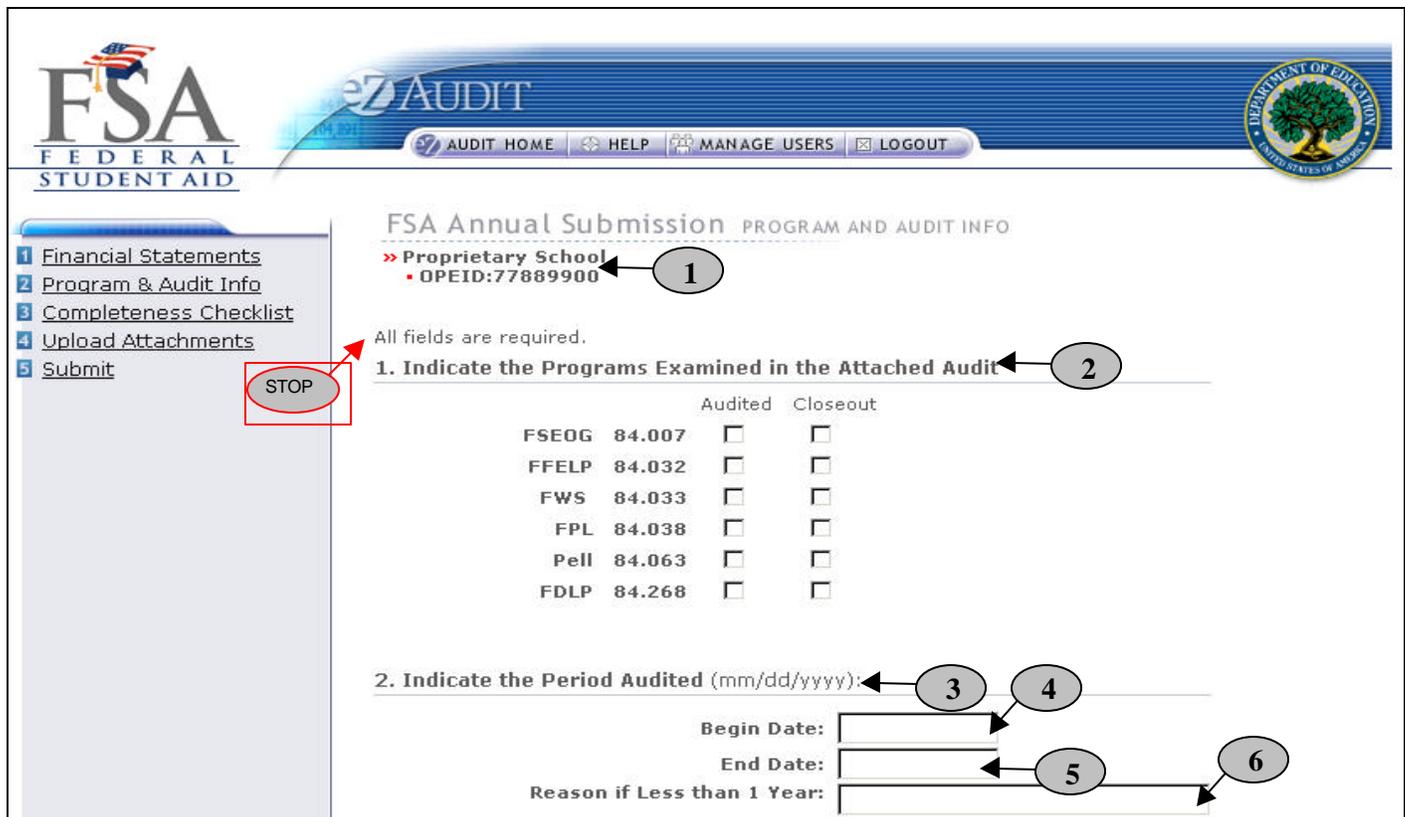
Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Program and Audit Information

If you successfully entered or saved the information inputted on the Financial Statements page by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Click on the underlined text "Create FYE----Annual Submission", and then click on the underlined text "Program and Audit Info". The screen below should appear:

NOTE

If you are submitting for a school group (i.e. you are the submitting institution for multiple schools), please complete all questions on this page from the perspective of the entire group. In other words, if any of your group audits have specific programs and findings then you must click YES when the system prompts you with this question.



FSA Annual Submission PROGRAM AND AUDIT INFO

>> **Proprietary School** ← 1
 • OPEID:77889900

All fields are required.

1. Indicate the Programs Examined in the Attached Audit ← 2

	Audited	Closeout
FSEOG 84.007	<input type="checkbox"/>	<input type="checkbox"/>
FFELP 84.032	<input type="checkbox"/>	<input type="checkbox"/>
FWS 84.033	<input type="checkbox"/>	<input type="checkbox"/>
FPL 84.038	<input type="checkbox"/>	<input type="checkbox"/>
Pell 84.063	<input type="checkbox"/>	<input type="checkbox"/>
FDLP 84.268	<input type="checkbox"/>	<input type="checkbox"/>

2. Indicate the Period Audited (mm/dd/yyyy): ← 3

Begin Date: ← 4

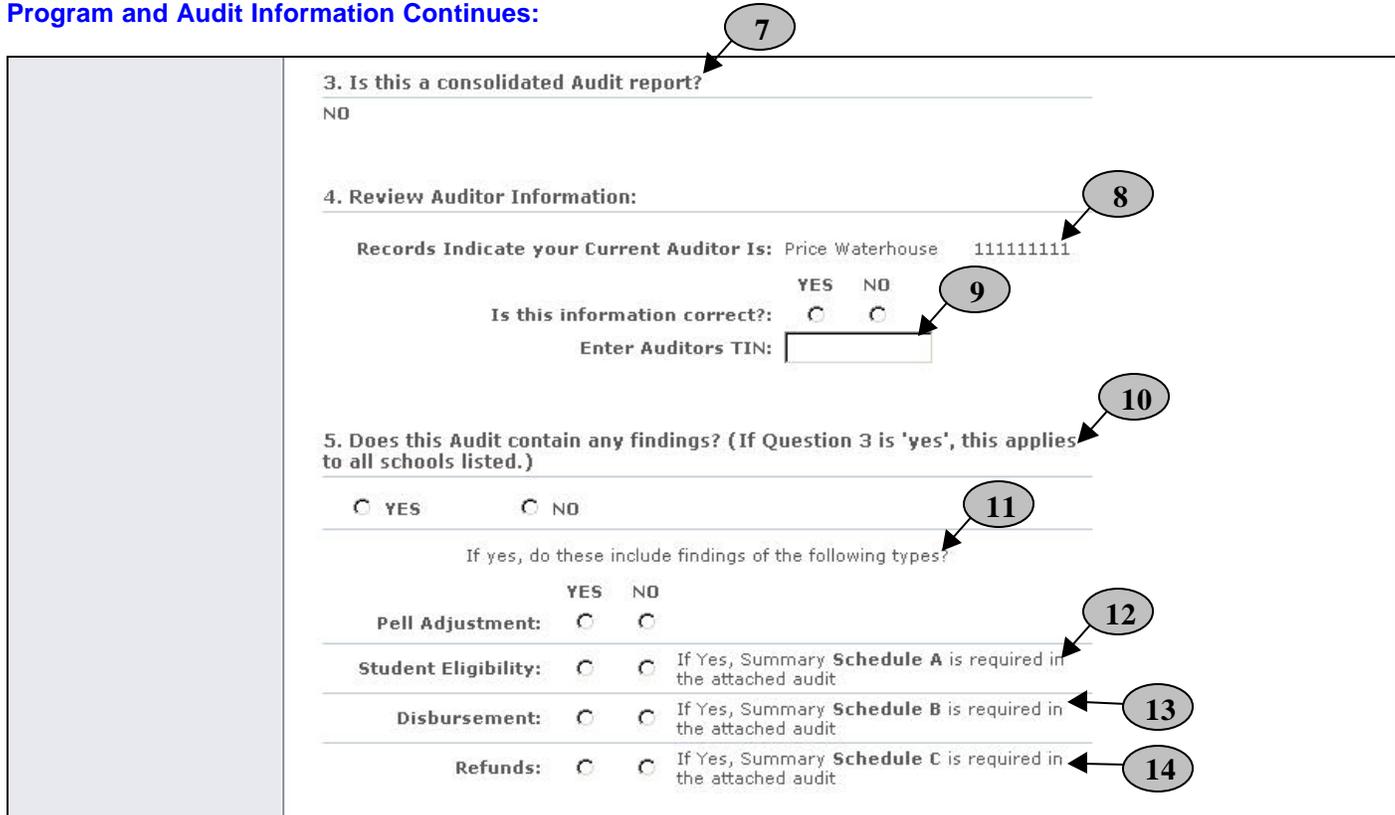
End Date: ← 5

Reason if Less than 1 Year: ← 6

1. This should read your institution's name and OPE ID number. Confirm that this is correct.
2. Please check the appropriate boxes for programs examined in your audit.
3. Please indicate period audited in specified format.
4. Begin date is the beginning of the audit period.
5. End date is the end of the audit period.
6. Provide a reason if your audit period is less than a year.

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Program and Audit Information Continues:



3. Is this a consolidated Audit report?
NO

4. Review Auditor Information:
Records Indicate your Current Auditor Is: Price Waterhouse 111111111

Is this information correct?: YES NO

Enter Auditors TIN:

5. Does this Audit contain any findings? (If Question 3 is 'yes', this applies to all schools listed.)
 YES NO

If yes, do these include findings of the following types?

	YES	NO	
Pell Adjustment:	<input type="radio"/>	<input type="radio"/>	
Student Eligibility:	<input type="radio"/>	<input type="radio"/>	If Yes, Summary Schedule A is required in the attached audit
Disbursement:	<input type="radio"/>	<input type="radio"/>	If Yes, Summary Schedule B is required in the attached audit
Refunds:	<input type="radio"/>	<input type="radio"/>	If Yes, Summary Schedule C is required in the attached audit

7. If this is not a consolidated report, click **NO**, indicating that only one school is covered in the financial statements. If this is a consolidated report, click **YES**, the institution the Department of Education has on file as covered in the financial statements will be displayed. If there are any discrepancies please contact the Help Desk at 1-877-263-0780.
8. This is the auditor on file with the Department of Education. If the auditor's information is correct, no action is required. If incorrect, please update with current auditor's information.
9. This field should be pre-populated. Please enter the auditor's Tax Identification Number (TIN) if this information is incorrect or missing.
10. If your audit does not contain any findings, click **NO** and no action is required.
11. If **YES** and the audit contains Pell Adjustment, Student Eligibility, Disbursement or Refunds findings, please attach the appropriate schedules.
12. Attach Schedule A if there were findings on Student Eligibility.
13. Attach Schedule B if there were findings on Disbursements.
14. Attach Schedule C if there were findings on Refunds.

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Program and Audit Information Continues:

	6. Does the attached audit indicate that this examination was conducted in accordance with: 15												
	<table><thead><tr><th></th><th>YES</th><th>NO</th></tr></thead><tbody><tr><td>Generally Accepted Government Auditing Standards (GAGAS):</td><td><input type="radio"/></td><td><input type="radio"/></td></tr><tr><td>AICPA:</td><td><input type="radio"/></td><td><input type="radio"/></td></tr><tr><td>Audit Guide:</td><td><input type="radio"/></td><td><input type="radio"/></td></tr></tbody></table>		YES	NO	Generally Accepted Government Auditing Standards (GAGAS):	<input type="radio"/>	<input type="radio"/>	AICPA:	<input type="radio"/>	<input type="radio"/>	Audit Guide:	<input type="radio"/>	<input type="radio"/>
		YES	NO										
Generally Accepted Government Auditing Standards (GAGAS):	<input type="radio"/>	<input type="radio"/>											
AICPA:	<input type="radio"/>	<input type="radio"/>											
Audit Guide:	<input type="radio"/>	<input type="radio"/>											
7. Opinion Type													
	<input type="text" value="- Select an Opinion Type -"/> 16												
	8. Were there audit findings in the previous year's audit? (If Question 3 is 'yes', this applies to all schools listed.) 17												
	<input type="radio"/> YES <input type="radio"/> NO												

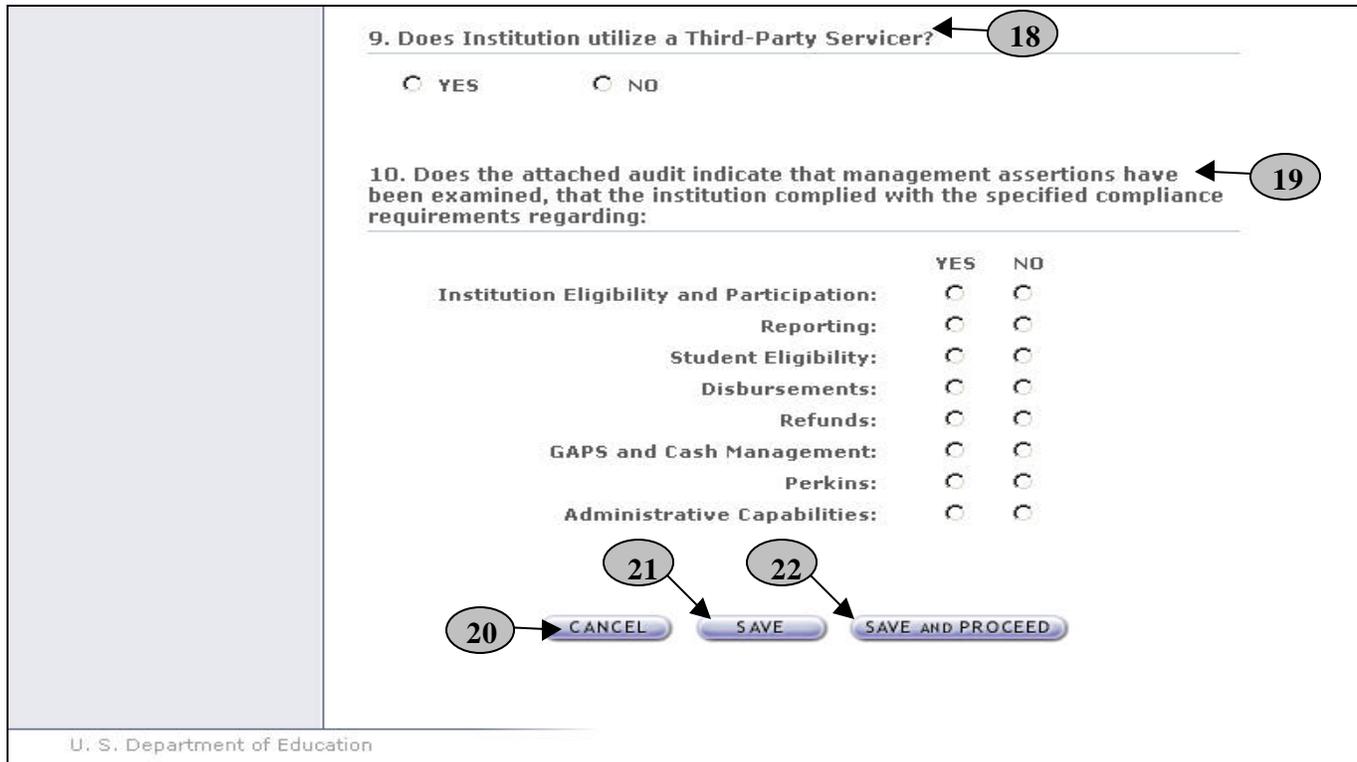
15. Check all appropriate options regarding your audit examination.

16. Select appropriate opinion from the drop down list based on your auditor's opinion.

17. Choose **YES**, if your auditor cited any findings in the prior year's fiscal audit report.

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Program and Audit Information Continues:



9. Does Institution utilize a Third-Party Servicer? **18**

YES NO

10. Does the attached audit indicate that management assertions have been examined, that the institution complied with the specified compliance requirements regarding: **19**

	YES	NO
Institution Eligibility and Participation:	<input type="radio"/>	<input type="radio"/>
Reporting:	<input type="radio"/>	<input type="radio"/>
Student Eligibility:	<input type="radio"/>	<input type="radio"/>
Disbursements:	<input type="radio"/>	<input type="radio"/>
Refunds:	<input type="radio"/>	<input type="radio"/>
GAPS and Cash Management:	<input type="radio"/>	<input type="radio"/>
Perkins:	<input type="radio"/>	<input type="radio"/>
Administrative Capabilities:	<input type="radio"/>	<input type="radio"/>

20 → CANCEL **21** → SAVE **22** → SAVE AND PROCEED

U. S. Department of Education

18. Click **YES** if your institution contracts a third-party servicer to perform certain administrative duties.
19. Indicate the applicable assertions examined by your auditor for each item.
20. Click the **CANCEL** button to make changes to all entries.
21. Click the **SAVE** button to ensure all entries are successfully stored by the system for this page.
22. Click the **SAVE and PROCEED** button to go to the FSA Annual Submission-Completeness Checklist page. This is the next stage in the submission process.

NOTE

If you are submitting for a school group (i.e. you are the submitting institution for multiple schools), please complete all questions on this page from the perspective of the entire group. In other words, if any of your group audits have then you must click YES when the system prompts you with this question.

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Completeness Checklist

If you successfully entered or saved the information inputted on the Program and Audit Information page by clicking on the **SAVE AND PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Click on the underlined text " Create FYE---Annual Submission", and then click on the underlined text "Completeness Checklist". The screen below should appear:

FSA Annual Submission CHECKLIST

>> Proprietary School
• OPEID:77889900

All fields are required.

1. Are the following items included in the attachment of your Financial Statements?

	YES	NO	N/A	If N/A, please provide reason
Balance Sheet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Income Statement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Change in Equity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Cash Flows Statement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Consolidated Statements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Notes to Financial Statements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
90/10 Revenue Attestation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Report on Compliance with Laws and Regulations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Report in Internal Controls	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Report on Financial Statements (This report must contain the Auditor's signature)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

1. This should read your institution's name and OPE ID number. Confirm that this is correct.
2. Check **YES** for all documents included in your compliance audit attachment and **NO** if not attached.
 - a. Provide reasons for each deemed not applicable ("N/A").

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Completeness Checklist Continues:

2. Are the following items included in the attachment of your Compliance Audit? 3

	YES	NO	N/A	If N/A, please provide reason
Servicer Information Sheet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Auditor Information Sheet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Summary Schedule A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Summary Schedule B	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Summary Schedule C	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Corrective Action Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Schedule of Findings & Questioned Costs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Statement addressing prior year audit findings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Independent Auditors Report (THIS REPORT SHOULD INCLUDE AUDITORS' SIGNATURE.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Explanation of All Current Year Audit Findings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Definitions of Material Non-Compliance:				
Institutional Eligibility & Participation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Reporting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Student Eligibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Disbursements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Refunds/Return of Title IV	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
GAPS & Cash Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Perkins Loan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Administrative Capabilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

3. Additional Notes

Enter any additional notes or explanation below

5 →

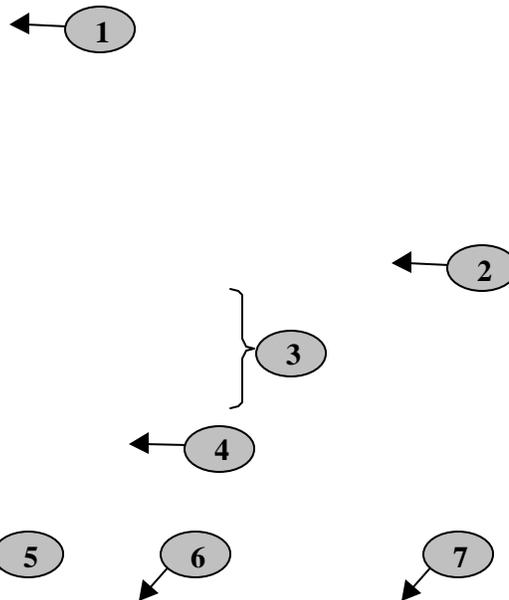
6 →
7

3. Check **YES** for all documents included in your compliance audit attachment and **NO** if not attached.
 - a. Provide reasons for each document deemed not applicable ("N/A").
4. Provide additional notes as necessary. Please feel free to attach any additional document(s). If you do attach these additional documents, please write a note in this field advising that you have attached additional information not required in this process.
5. Click the **CANCEL** button to erase all entries.
6. Click the **SAVE** button to save all entries currently on screen.
7. Click the **SAVE and PROCEED** button to save all entries and to take you to the Upload Attachment page.

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Upload Attachments

If you successfully entered or saved the information inputted on the Completeness Checklist page by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Click on the underlined text "Create FYE----Annual Submission", and then click on the underlined text "Upload Attachments". The screen below should appear:



- [1 Financial Statements](#)
- [2 Program & Audit Info](#)
- [3 Completeness Checklist](#)
- [4 Upload Attachments](#)
- [5 Submit](#)

FSA Annual Submission FILE UPLOAD

>> **Proprietary School**
 • OPEID:77889900

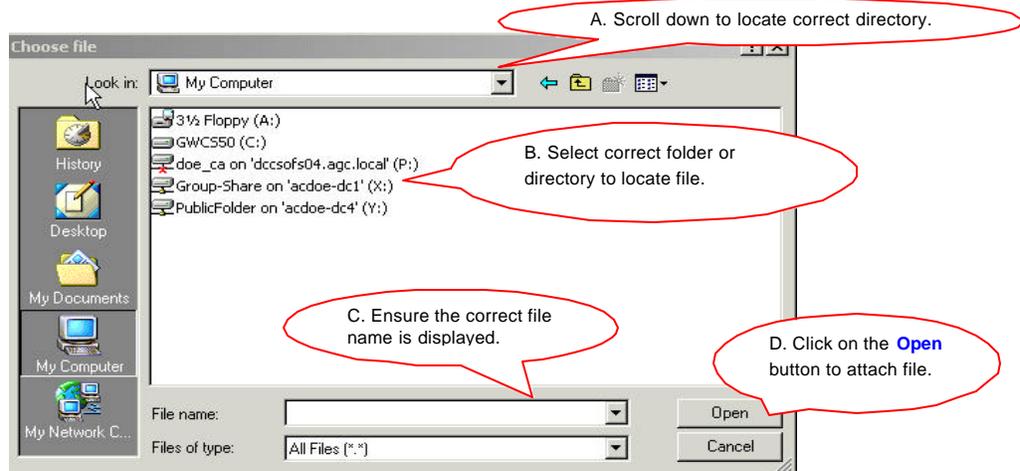
As part of your Annual Submission, you must include an electronic copy of your complete audited financial statements, compliance audit and corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the Department of Education. For each file you upload, use the checkboxes to indicate what is contained in the file. Please note, all files must be in .pdf format. Upload times may vary depending on connection speed, but upload times greater than 1 minute is common - please wait for page to refresh before continuing. All required fields are indicated with an asterisk. Selecting 'All' satisfies all required fields.

File:

- Audited Financial Statements:**
- Compliance Audit:**
- Corrective Action Plan:**
- Other:**
- All:**

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

1. This should read the name of your institution and OPE ID number. Confirm that this is correct.
2. Click on the **Browse** button to search for document(s) to be attached. Then follow instructions searching and attaching document(s).



3. Check all appropriate boxes for the document(s) you attached.
4. After the document(s) has been attached and the file type identified by checking the box, click the **"ADD"** button to ensure that the document(s) has been successfully attached to your compliance audit submission.
5. Click the **CANCEL** button to erase all entries.
6. Click the **SAVE** button to save all entries currently on screen.
7. Click the **SAVE and PROCEED** button to take you to the FSA Annual submission-submit page.

NOTE

As part of your annual submission, you must include an electronic copy of your complete audited financial statements. Please note that all files must be in a non editable. pdf format and no personal information such as Social Security Numbers should be contained in attachments. Remember, you can attach additional information not required during this process. If you do attach additional information, please make a note in the "Notes" field on the Completeness Checklist page



Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

FSA Annual Submission-Submit

If you successfully entered, saved and attached an electronic copy of your submissions by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Create Annual Submissions". Click on the underlined text "Create FYE----Annual Submission", and then click on the underlined text "Submit". The screen below should appear:

FSA Annual Submission SUBMIT

>> Proprietary School ← 1
• OPEID:77889900

By selecting to submit, the information you have entered on these pages will be sent to the Department of Education for review.

Your submission must be prepared in accordance with guidance provided in 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133. Once submitted, you will only have read access to this data.

REMINDER: OMB still requires submissions of A-133 reports (public and non-profit institutions) to the Federal Audit Clearinghouse.

By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the best of my knowledge and belief, all information in this document is true and correct. I understand that if the institution provides false or misleading information, (a) the U.S. Department of Education may deny or seek to revoke the institution eligibility to participate in the federal student financial aid programs and (b) the institution may be liable for all federal student financial aid fund it or its students received. I also understand that I may be subject to a fine of not more than \$25,000 or imprisonment of not more than five years, or both, for misinformation that is material to receipt and stewardship of federal student aid funds.

By clicking the "Submit to ED" button below, I certify that I am not in default on a federal student loan or that I have made satisfactory arrangement to repay it.

SUBMIT TO ED ← 3

1. This should read the name of you institution and OPE ID number. Confirm that this is correct.
2. Read to understand and attest that you have met all requirements.
3. Click on the "**SUBMIT TO ED**" button to complete your FSA Annual Submission process. This will then take you to your institution's homepage with a displayed confirmation of your audit submission.

NOTE

You will have "read" access only once submitted.

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Merger/Change in Ownership

Financial Statement

To complete a Change in Ownership Submission, complete the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Create Merger/Change in Ownership Submission", and then the screen below should appear:

NOTE

If you are submitting for a school group (i.e. you are the submitting institution for multiple schools), please complete all questions on this page from the perspective of the entire group. In other words, if any of your group audits have findings then you must click YES when the system prompts you with this question. If your fiscal year end changes as a result of the change in ownership, please submit a Change in FY end submission and attach previous owner's financial statements. Remember, do not use commas or other punctuation and place a "0" in any fields with a null value.

1. This should read your institution's name and OPEID number. Confirm that this is correct.
2. Begin date is the beginning of the audit period.
3. End date is the end of the audit period.
4. Provide a reason if your audit period is less than a year.
5. Click on [Balance Sheet](#)- (see section on completing the Balance Sheet).
6. Click the **CANCEL** button to make changes to all entries.
7. Click the **SAVE** button to ensure all entries currently on the screen are successfully stored by the system.
8. Click the **SAVE and PROCEED** button to go to the Upload Attachments page. This is the next stage in the submission process.

Balance Sheet

See "[Balance Sheet](#)" on the Financial Statements page under Annual Submissions for details in completing all data fields.

NOTE

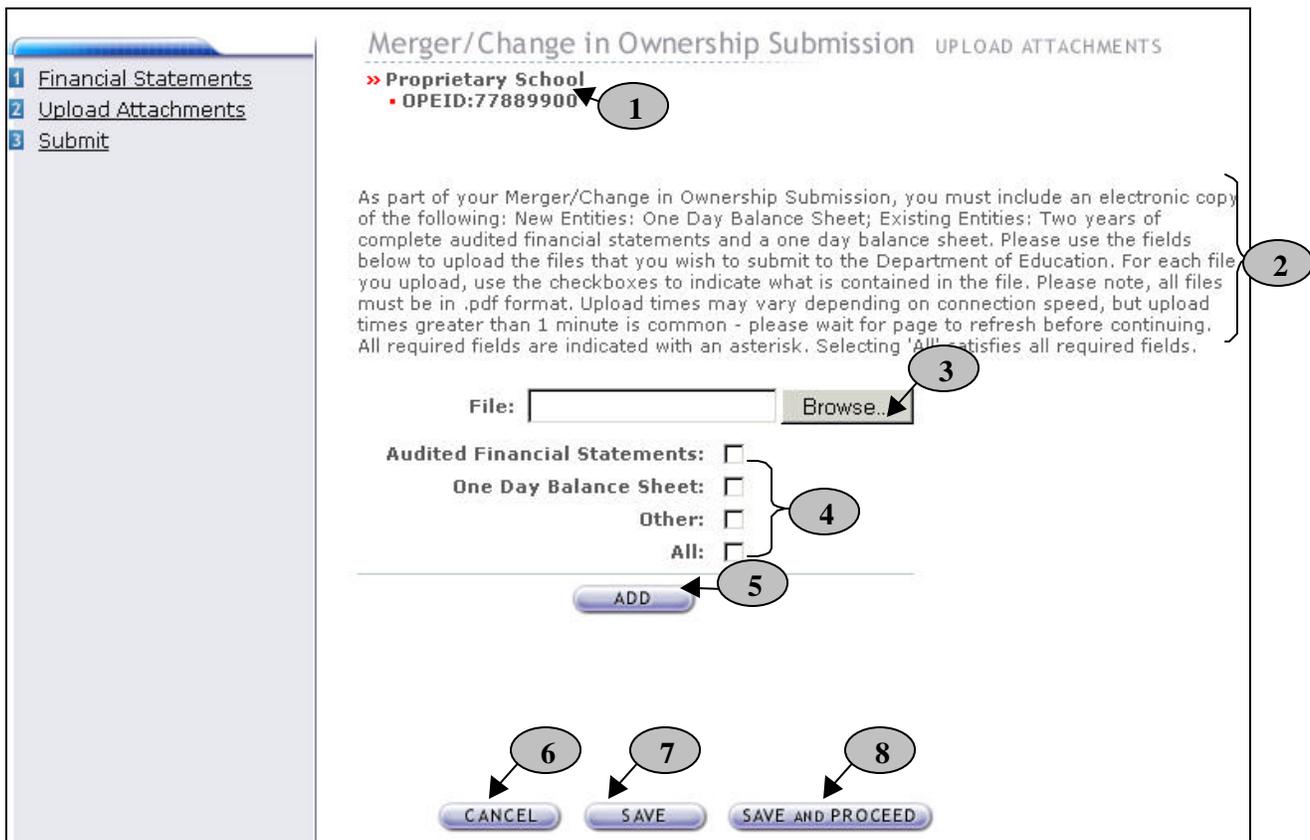
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Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

With a Change in Ownership, schools are required to complete the Balance Sheet only.

Upload Attachments

If you successfully entered or saved the information inputted on the Create Merger/Change in Ownership Submission-Financial Statements page by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Create Merger/Change in Ownership Submission", and then click on the underlined text "Upload Attachments". The screen below should appear:



Merger/Change in Ownership Submission UPLOAD ATTACHMENTS

>> **Proprietary School**
 • OPEID:77889900 (1)

As part of your Merger/Change in Ownership Submission, you must include an electronic copy of the following: New Entities: One Day Balance Sheet; Existing Entities: Two years of complete audited financial statements and a one day balance sheet. Please use the fields below to upload the files that you wish to submit to the Department of Education. For each file you upload, use the checkboxes to indicate what is contained in the file. Please note, all files must be in .pdf format. Upload times may vary depending on connection speed, but upload times greater than 1 minute is common - please wait for page to refresh before continuing. All required fields are indicated with an asterisk. Selecting 'All' satisfies all required fields. (2)

File: Browse... (3)

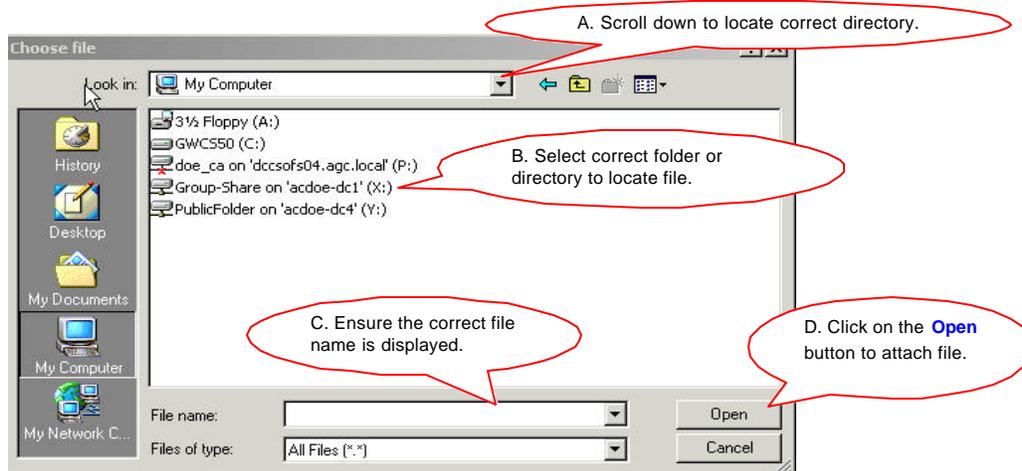
Audited Financial Statements:
One Day Balance Sheet:
Other:
All: (4)

ADD (5)

CANCEL (6) SAVE (7) SAVE AND PROCEED (8)

1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. Read and follow instructions accordingly.
3. Click on the **Browse** button to search for document(s) to be attached. Then follow instructions on the next page on searching for and attaching document(s).

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools



4. Check all appropriate documents attached.
5. After the document has been selected and the file type identified by checking the box, click the **“ADD”** button to ensure that the document has been successfully attached to your compliance audit submission.
6. Click the **CANCEL** button to make changes to all entries.
7. Click the **SAVE** button to ensure all entries are successfully stored by the system on this page.
8. Click the **SAVE and PROCEED** button to save all entries and to take you to the Merger/Change in Ownership Submission page. This is the next stage in the submission process.

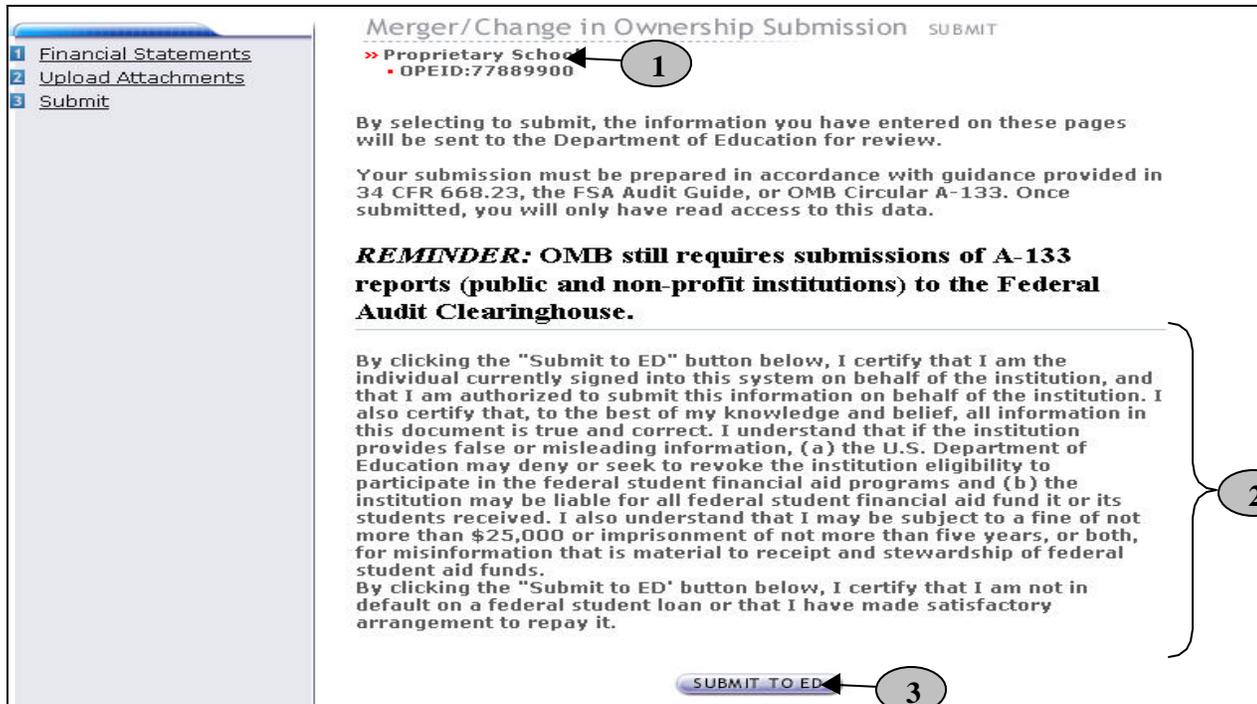
NOTE

As part of your annual submission, you must include an electronic copy of your complete audited financial statements. Please note that all files must be in a non editable. pdf format and no personal information such as Social Security Numbers should be contained in attachments. Remember, you can attach additional information not required during this process. If you do attach additional information, please make a note in the “Notes” field on the Completeness Checklist page.

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Merger/Change in Ownership Submission-Submit

If you successfully entered, saved and attached an electronic copy of your complete audited financial statements by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Merger/Change in Ownership", and then click on the underlined text "Submit". The screen below should appear:



The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu has three items: '1 Financial Statements', '2 Upload Attachments', and '3 Submit'. The main content area has a title 'Merger/Change in Ownership Submission' with a 'SUBMIT' link. Below the title, there is a section for 'Proprietary School' with a callout '1' pointing to the text 'Proprietary School' and 'OPEID:77889900'. A paragraph of text follows, explaining that the submission will be sent to the Department of Education for review. Below this is a 'REMINDER' section in bold text. A large block of text follows, containing a certification statement. A callout '2' is placed to the right of this text. At the bottom of the main content area, there is a 'SUBMIT TO ED' button with a callout '3' pointing to it.

1. This should read the name of your institution and OPE ID number. Confirm that this is correct.
2. Read to understand and attest that you have met all requirements.
3. Click on the "**SUBMIT TO ED**" button to complete your submission process. This will then take you to your institution's homepage with a displayed confirmation of your audit submission.

NOTE

You will have "read" access only once submitted.

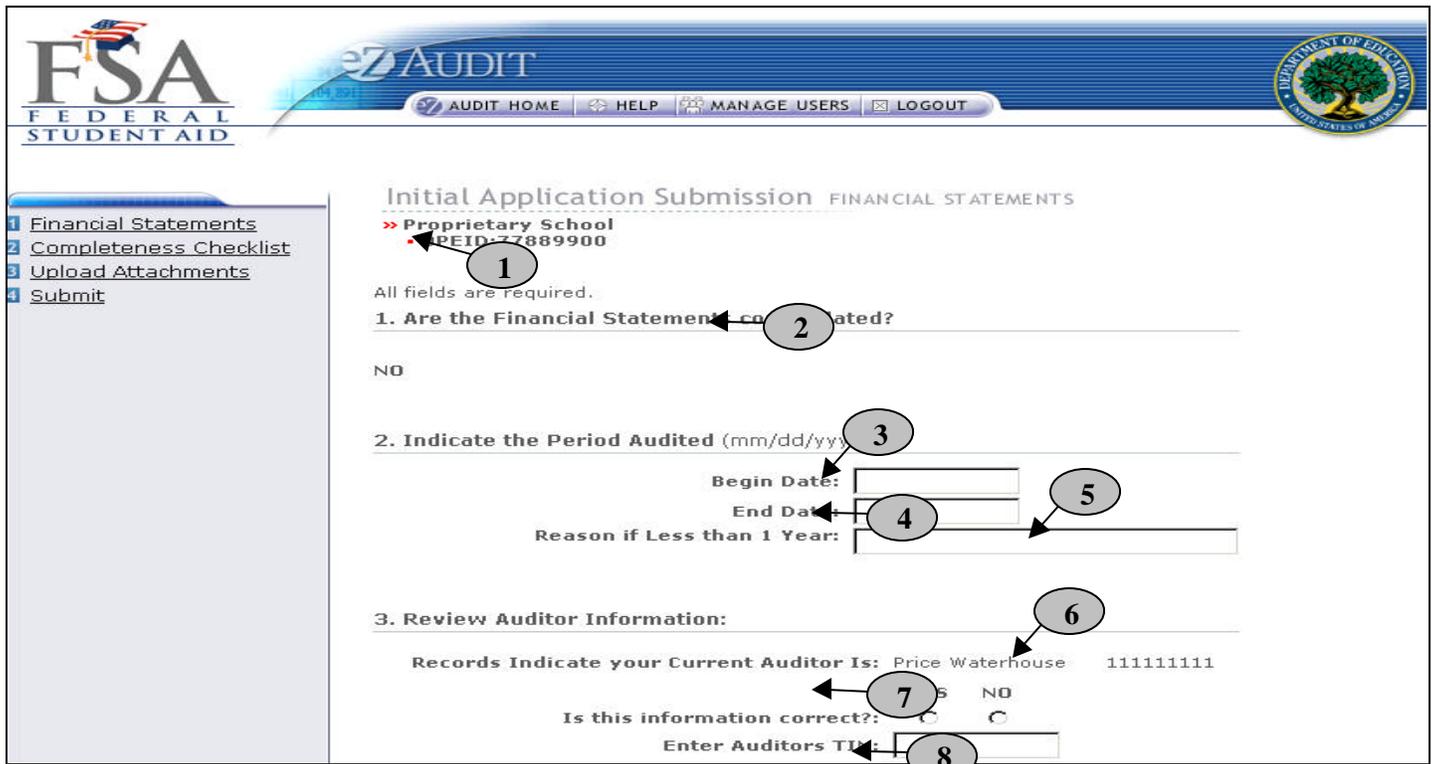
Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Initial/Reinstatement Application Submission

Financial Statement

To submit your institution's Initial/Reinstatement Application Submission audit, complete the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Create Initial Application Submission", and then the screen below should appear with your institution's name:

NOTE If you are submitting for a school group (i.e. you are the submitting institution for multiple schools), please complete all questions on this page from the perspective of the entire group. In other words, if any of your group audits have then you must click YES when the system prompts you with this question.



The screenshot shows the 'Initial Application Submission' form for 'Proprietary School' (OPEID: 77889900). The form includes a navigation menu on the left with options: 1. Financial Statements, 2. Completeness Checklist, 3. Upload Attachments, and 4. Submit. The main form area contains the following sections and callouts:

- 1:** Institution name and OPEID number.
- 2:** Question: 'Are the Financial Statements consolidated?' with a 'NO' option.
- 3:** 'Indicate the Period Audited (mm/dd/yyyy)' section with 'Begin Date' and 'End Date' input fields.
- 4:** 'Reason if Less than 1 Year:' input field.
- 5:** Input field for the reason if less than 1 year.
- 6:** 'Review Auditor Information:' section showing 'Records Indicate your Current Auditor Is: Price Waterhouse 111111111'.
- 7:** 'Is this information correct?' section with 'YES' and 'NO' radio buttons.
- 8:** 'Enter Auditors Title:' input field.

1. This should read your institutions name and OPEID number. Confirm that this is correct.
2. If your financial statement is not consolidated, **NO** will be displayed. If your financial statement is consolidated, **YES** will be displayed with the name of the institution the Department of Education has on file as covered in the financial statements. Please see the note above and contact the help desk at 1-877-263-0780 if you require additional help or if there are any discrepancies.
3. Begin date is the beginning of the audit period.
4. End date is the end o the audit period.
5. Provide a reason if your audit period is less than a year.
6. This is the Auditor on file with the Department of Education.
7. If the auditor's information is correct, no action is required. If incorrect, please update with current auditor information.

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

8. This field should be pre-populated. Please enter the auditor's Tax Identification Number (TIN) if this information is incorrect or missing.

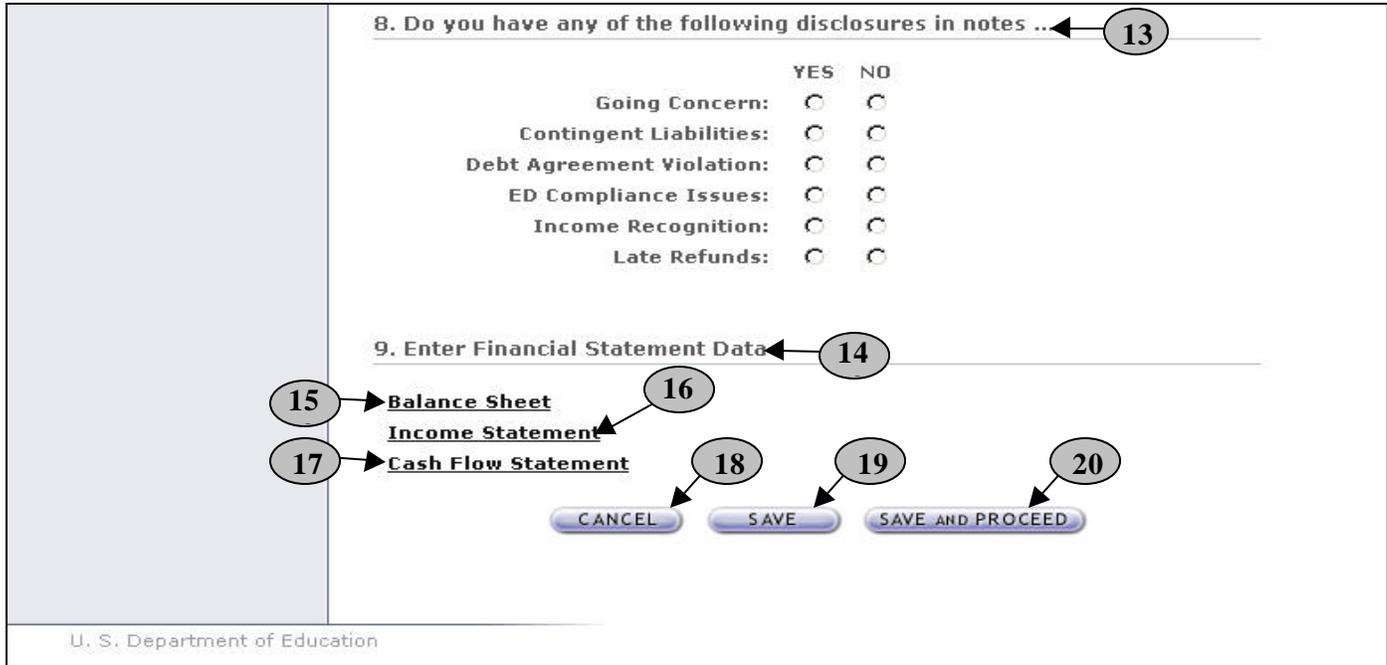
Create Initial Application Submission – Financial Statement Continues:

	<p>4. Are your financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)? 9</p> <p>YES NO <input type="radio"/> <input type="radio"/></p> <p>5. Are your financial statements audited in accordance with Generally Accepted Government Auditing Standards (GAGAS)? 10</p> <p>YES NO <input type="radio"/> <input type="radio"/></p> <p>6. Opinion Type 11</p> <p><input type="text" value="- Select an Opinion Type -"/></p> <p>7. Enter 90/10 Revenue Attestation Percentage</p> <p><input type="text" value=""/> 12 %</p>
--	--

9. Are your financial statements prepared in accordance GAAP? Please see 34CFR 668.23 for requirements.
10. Are your financial statements audited in accordance with GAGAS? Please see 34CFR 668.23 for reporting requirements.
11. Please select appropriate opinion type from the drop down lists based on your auditor's opinion.
12. Enter percentage provided by auditor. [See 34 CFR 600.5 for requirements.](#)

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Create Initial Application Submission –Financial Statements Continues:



The screenshot shows a web form with the following elements:

- Section 8:** "8. Do you have any of the following disclosures in notes ..." with a callout 13. Below this is a table with "YES" and "NO" columns and radio buttons for "Going Concern:", "Contingent Liabilities:", "Debt Agreement Violation:", "ED Compliance Issues:", "Income Recognition:", and "Late Refunds:".
- Section 9:** "9. Enter Financial Statement Data" with a callout 14. Below this are three links: "Balance Sheet" (callout 15), "Income Statement" (callout 16), and "Cash Flow Statement" (callout 17).
- Section 10:** Three buttons: "CANCEL" (callout 18), "SAVE" (callout 19), and "SAVE AND PROCEED" (callout 20).

At the bottom left of the form, it says "U. S. Department of Education".

13. If your submission contains any of the disclosures listed, please select all that applies as **YES** or **NO** for all disclosures that do not apply.
14. Under this section, please click on each of the types of statements and complete the fields requested.
15. Click on [Balance Sheet](#) –(see section on completing the Balance Sheet).
16. Click on [Income Statement](#) –(see section on completing the Income Statement).
17. Click on [Cash Flow Statement](#)-(see section on completing the Cash Flow Statement).
18. Click the **CANCEL** button to make changes to all entries.
19. Click the **SAVE** button to ensure all entries are successfully stored by the system on this page.
20. Click the **SAVE and PROCEED** button to go to the Completeness Checklist. This is the next stage in the submission process.

Balance Sheet

See "[Balance Sheet](#)" on the Financial Statements page under Annual Submissions for details in completing all data fields.

Income Statement

See "[Income Statement](#)" on the Financial Statements page under Annual Submissions for details in completing all data fields.

Cash Flow Statement

See "[Cash Flow Statement](#)" on the Financial Statements page under Annual Submissions for details in completing all data fields.

NOTE

Proprietary schools submitting Initial Application or requesting a reinstatement are required to complete: the Balance Sheet, Income Statement and Cash Flow Statement.

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Completeness Checklist

If you successfully entered or saved the information inputted on the Cash Flow Statements page by clicking on the **SAVE AND PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Initial Application Submission", and then click on the underlined text "Completeness Checklist". The screen below should appear:

The screenshot shows the 'Initial Application Submission CHECKLIST' page. On the left is a navigation menu with items: 1 Financial Statements, 2 Completeness Checklist, 3 Upload Attachments, and 4 Submit. A red box labeled 'STOP' is placed over the '2 Completeness Checklist' item. The main content area shows the institution's name and OPEID (Proprietary School, OPEID: 77889900) with callout 1. Below is a table for checklist items with columns for YES, NO, N/A, and a reason field. Callout 2 points to the table. A bracket labeled '2a' groups the table rows. Below the table is a text box for 'Additional Notes' with callout 3. At the bottom are buttons for CANCEL (callout 4), SAVE (callout 5), and SAVE AND PROCEED (callout 6).

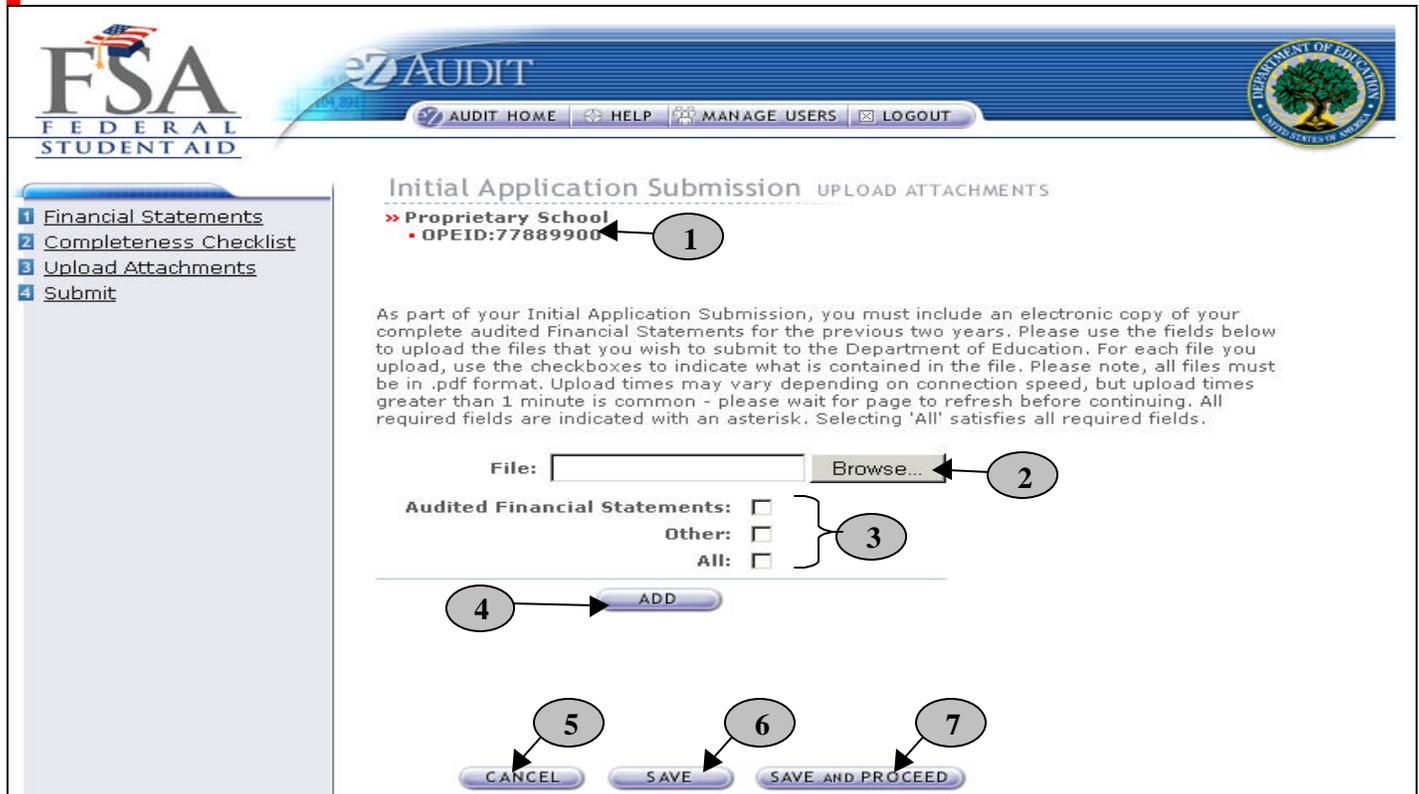
	YES	NO	N/A	If N/A, please provide reason
Balance Sheet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Income Statement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Change in Equity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Cash Flows Statement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Consolidated Statements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Notes to Financial Statements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
90/10 Revenue Attestation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Report on Compliance with Laws and Regulations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Report in Internal Controls	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Report on Financial Statements (This report must contain the Auditor's signature)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

1. This should read your institution's name and OPEID number. Confirm that this is correct.
2. Check **YES** for all documents included in your compliance audit attachment and **NO** if not attached.
 - a. Provide reasons for each deemed not applicable ("N/A").
3. Provide additional notes as necessary. Please feel free to attach any additional document(s). If you do attach these additional documents, please write a note in this field advising that you have attached additional information not required in this process.
4. Click the **CANCEL** button to erase all entries.
5. Click the **SAVE** button to save all entries currently on screen.
6. Click the **SAVE and PROCEED** button to save all entries and to take you to the **Upload Attachment** page.

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Upload Attachments

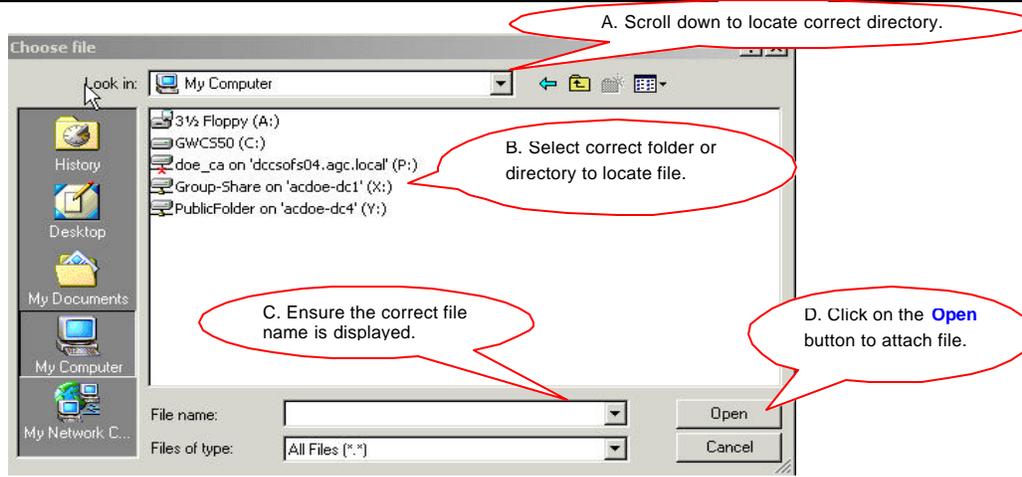
If you successfully entered or saved the information inputted on the Completeness Checklist page by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Create Initial Application Submission", and then click on the underlined text "Upload Attachments". The screen below should appear:



The screenshot shows the 'Initial Application Submission' page in the eZ-Audit system. The page has a blue header with the 'eZ-AUDIT' logo and navigation links: 'AUDIT HOME', 'HELP', 'MANAGE USERS', and 'LOGOUT'. On the left is a sidebar menu with four items: '1 Financial Statements', '2 Completeness Checklist', '3 Upload Attachments', and '4 Submit'. The main content area is titled 'Initial Application Submission' and 'UPLOAD ATTACHMENTS'. It displays the institution name 'Proprietary School' and OPEID '77889900', with a callout '1' pointing to the OPEID. Below this is a paragraph of instructions about uploading audited financial statements. A 'File:' input field is followed by a 'Browse...' button, with callout '2' pointing to the button. Underneath are three checkboxes: 'Audited Financial Statements', 'Other', and 'All', with callout '3' pointing to the 'Other' and 'All' options. An 'ADD' button is below the checkboxes, with callout '4' pointing to it. At the bottom are three buttons: 'CANCEL' (callout '5'), 'SAVE' (callout '6'), and 'SAVE AND PROCEED' (callout '7').

1. This should read the name of your institution and OPE ID number. Confirm that this is correct.
2. Click on the **Browse** button to search for document(s) to be attached. Then follow instructions on the next page on searching and attaching document(s).

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools



3. Check all appropriate document(s) attached.
4. After the document has been selected and the file type identified by checking the box, click the **“ADD”** button to ensure that the document has been successfully attached to your compliance audit submission.
5. Click the **CANCEL** button to erase all entries.
6. Click the **SAVE** button to save all entries currently on the screen.
7. Click the **SAVE and PROCEED** button to take you to the Initial Application Submission-submit page.

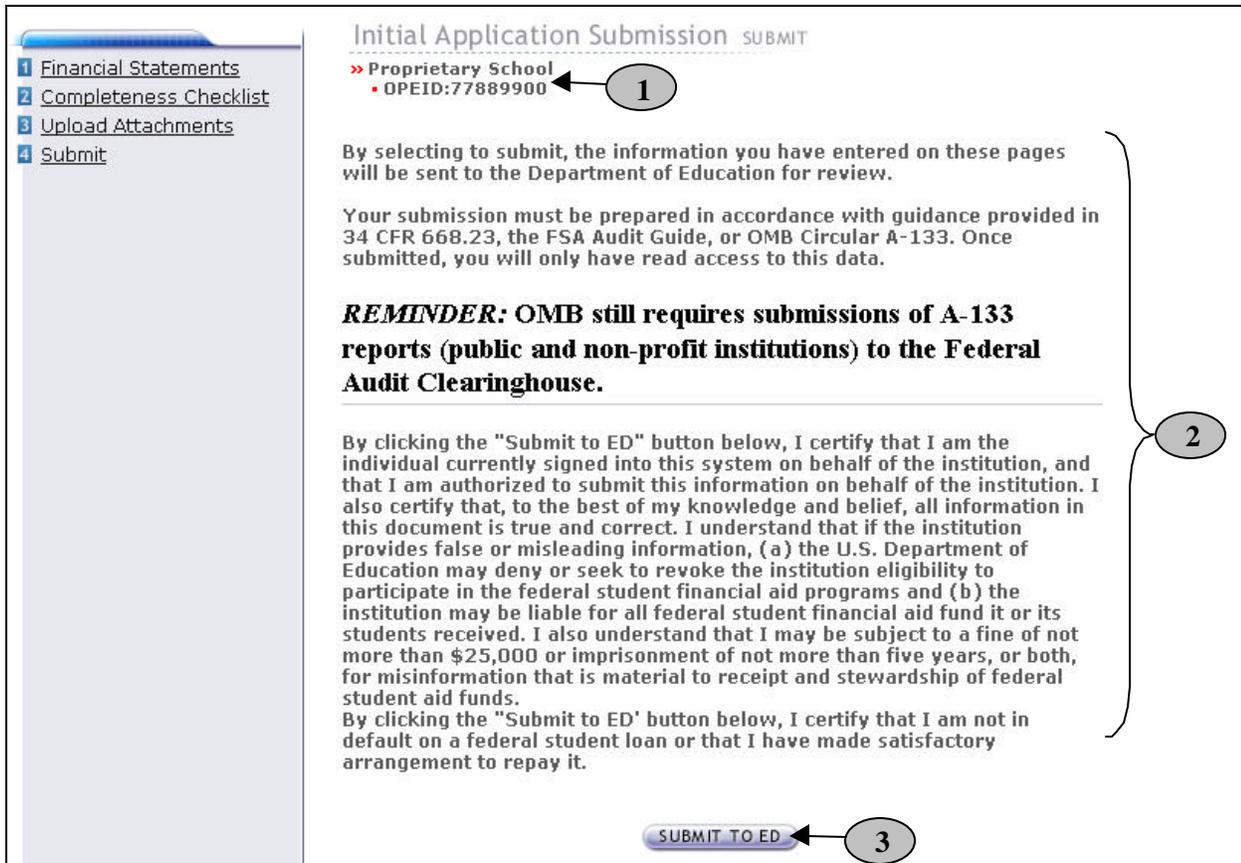
NOTE

As part of your annual submission, you must include an electronic copy of your complete audited financial statements. Please note that all files must be in a non editable. pdf format and no personal information such as Social Security Numbers should be contained in attachments. Remember, you can attach additional information not required during this process. If you do attach additional information, please make a note in the “Notes” field on the Completeness Checklist page.

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Initial/Reinstatement Application Submission-Submit

If you successfully entered, saved and attached an electronic copy of your submission by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institutions eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Initial/Reinstatement Application Submission", and then click on the underlined text "Submit". The screen below should appear:



1. This should read the name of you institution and OPE ID number. Confirm that this is correct.
2. Please read to understand and attest that you have met all requirements.
3. Click on the "**SUBMIT TO ED**" button to complete your Initial Application Submission process.

NOTE

You will have "read" access only once submitted.

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

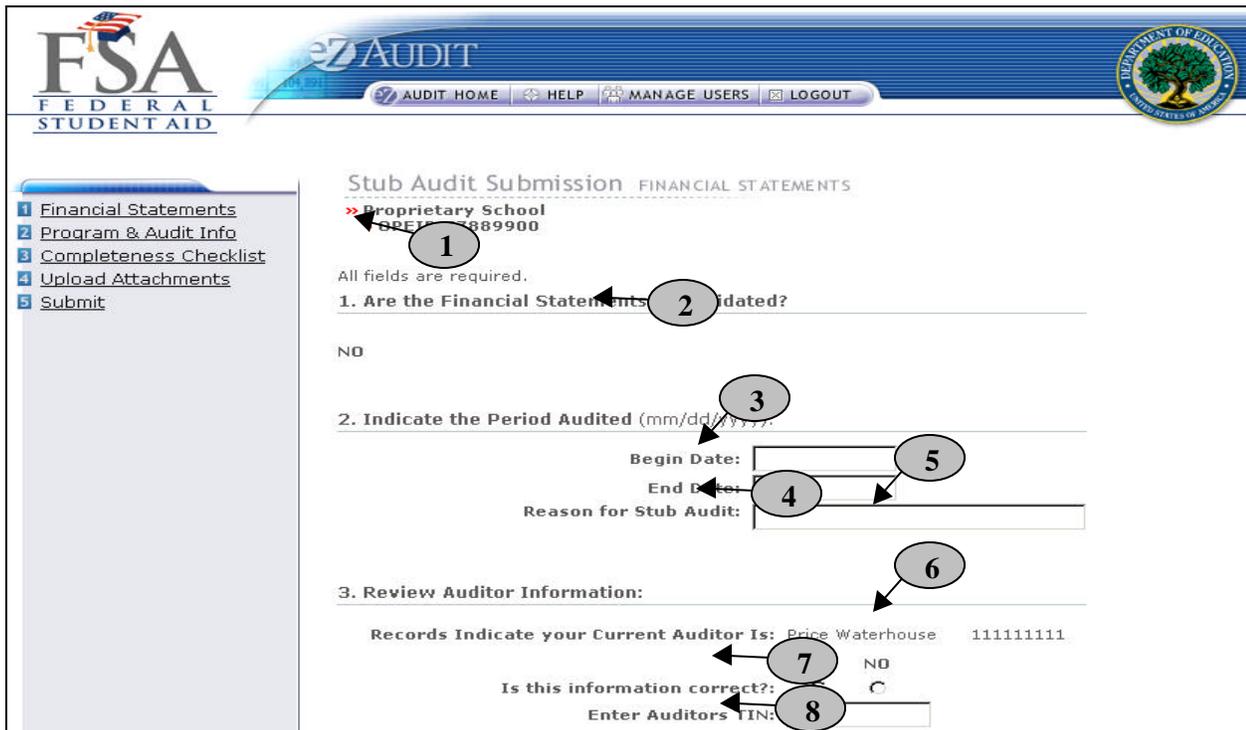
Stub Audit Submission

Financial Statement

To complete your institution's Stub Audit Submission, complete the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Stub Audit Submission", and then the screen below should appear with your institution's name:

NOTE

If you are submitting for a school group (i.e. you are the submitting institution for multiple schools), please complete all questions on this page from the perspective of the entire group. In other words, if any of your group audits have findings then you must click YES when the system prompts you with this question. Remember, do not use commas or other punctuation and place a "0" in any fields with a null value.



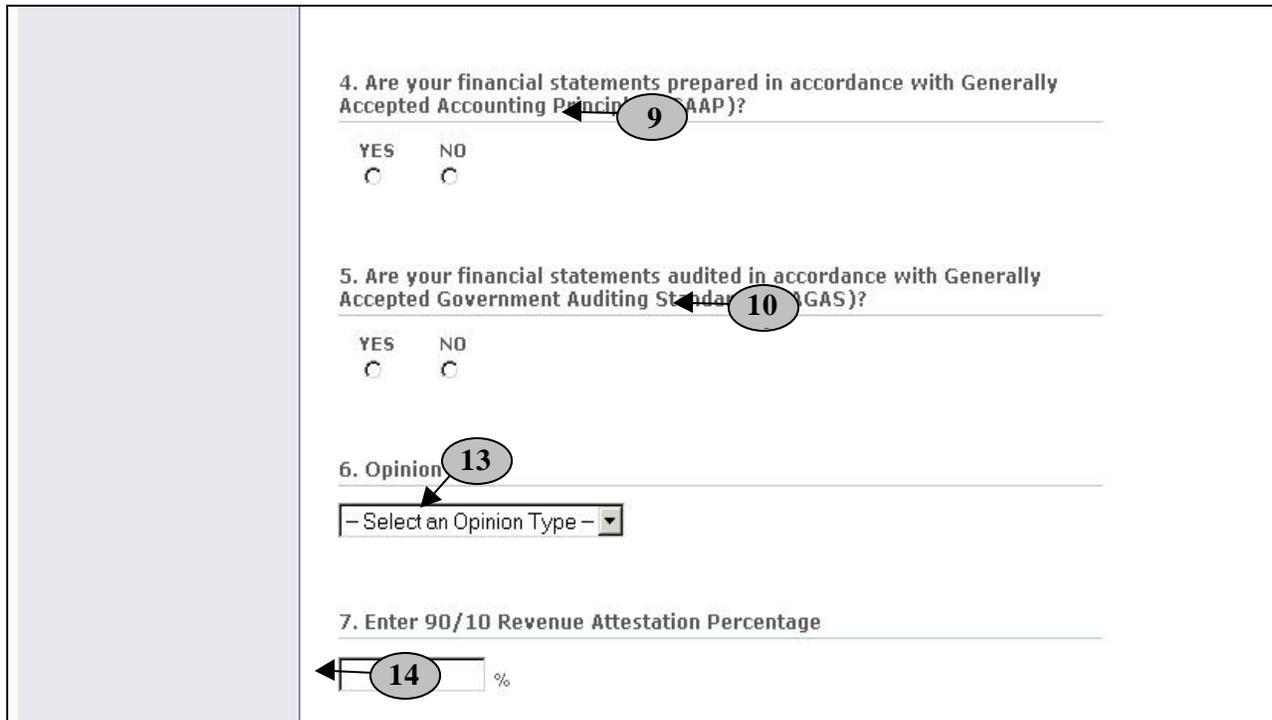
The screenshot shows the "Stub Audit Submission" page for "FINANCIAL STATEMENTS". The page header includes the FSA logo and navigation links: AUDIT HOME, HELP, MANAGE USERS, and LOGOUT. A left-hand navigation menu lists: 1. Financial Statements, 2. Program & Audit Info, 3. Completeness Checklist, 4. Upload Attachments, and 5. Submit. The main content area is titled "Stub Audit Submission" and shows the institution name "Proprietary School" and OPE ID "0889900". A note states "All fields are required." The form contains the following numbered callouts:

- 1: Points to the institution name and OPE ID.
- 2: Points to the question "1. Are the Financial Statements dated?" with a "NO" option.
- 3: Points to the question "2. Indicate the Period Audited (mm/dd/yyyy)".
- 4: Points to the "End Date" field.
- 5: Points to the "Reason for Stub Audit" field.
- 6: Points to the "3. Review Auditor Information:" section.
- 7: Points to the "Is this information correct?" question with "NO" and "YES" options.
- 8: Points to the "Enter Auditors TIN:" field.

1. This should read your institution's name and OPE ID number. Confirm that this is correct.
2. If your financial statement is not consolidated, click **NO** and continue. If your financial statement is consolidated, see the note below.
3. Begin date is the beginning of the audit period.
4. End date is the end of the audit period.
5. Provide a reason if your audit period is less than a year.
6. This is the auditor on file with the Department of Education.
7. If the auditor's information is correct, no action is required. If incorrect, please update with current auditor information.
8. This field should be pre-populated. Please enter the auditor's Tax Identification Number (TIN) if this information is incorrect or missing).

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Stub Audit Submission Continues:



4. Are your financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)? **9**

YES NO

5. Are your financial statements audited in accordance with Generally Accepted Government Auditing Standards (GAGAS)? **10**

YES NO

6. Opinion **13**

7. Enter 90/10 Revenue Attestation Percentage

% **14**

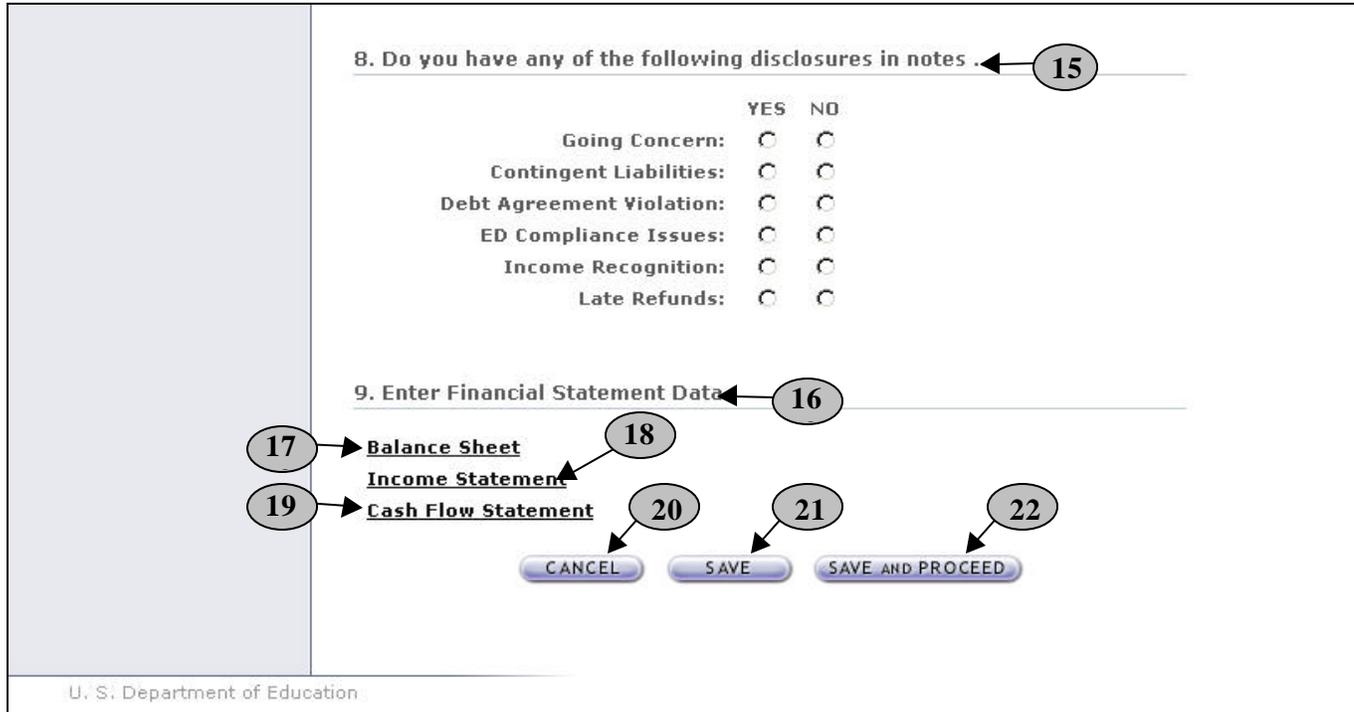
9. Are your financial statements prepared in accordance GAAP? Please see 34CFR 668.23 for requirements.
10. Are your financial statements audited in accordance with GAGAS? Please see 34CFR 668.23 for reporting requirements.
11. Please select appropriate opinion type from the drop down list based on your auditor's opinion.
12. Enter **90/10** percentage provided by auditor. [See 34 CFR 600.5](#).

NOTE

If you are submitting for a school group, (consolidated financial statements) enter the 90/10 revenue percentage of the submitting OPEID for Question 7. In addition, provide the 90/10 percentages of other schools within the group in the "Additional Notes" section of the completeness checklist page. You can also attach a .pdf file containing this information.

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Stub Audit Submission Continues:



8. Do you have any of the following disclosures in notes . ← 15

	YES	NO
Going Concern:	<input type="radio"/>	<input type="radio"/>
Contingent Liabilities:	<input type="radio"/>	<input type="radio"/>
Debt Agreement Violation:	<input type="radio"/>	<input type="radio"/>
ED Compliance Issues:	<input type="radio"/>	<input type="radio"/>
Income Recognition:	<input type="radio"/>	<input type="radio"/>
Late Refunds:	<input type="radio"/>	<input type="radio"/>

9. Enter Financial Statement Data ← 16

17 → [Balance Sheet](#)

18 → [Income Statement](#)

19 → [Cash Flow Statement](#)

20 → CANCEL

21 → SAVE

22 → SAVE AND PROCEED

U. S. Department of Education

13. If your submission contains any of the disclosures listed, please select all that applies as **YES**, or **NO** for all disclosures that do not apply.
14. Under this section, please click on each of the types of statements and complete the fields requested.
15. Click on [Balance Sheet](#) –(see section on completing the Balance Sheet).
16. Click on [Income Statement](#) –(see section on completing the Income Statement).
17. Click on [Cash Flow Statement](#)-(see section on completing the Cash Flow Statement).
18. Click the **CANCEL** button to make changes to all entries.
19. Click the **SAVE** button to ensure all entries are successfully stored by the system on this page.
20. Click the **SAVE and PROCEED** button to go to the Completeness Checklist. This is the next stage in the submission process.

Balance Sheet

See "[Balance Sheet](#)" on the Financial Statements page under Annual Submissions.

Income Statement

See "[Income Statement](#)" on the Financial Statements page under Annual Submissions.

Cash Flow Statement

See "[Cash Flow Statement](#)" on the Financial Statements page under Annual Submissions.

NOTE

Proprietary schools submitting a Stub Audit Submission are required to complete: the Balance Sheet, Income Statement and Cash Flow Statement.

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Completeness Checklist

If you successfully entered or saved the information inputted on the Financial Statements page by clicking on the **SAVE AND PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Stub Audit Submission", and then click on the underlined text "Completeness Checklist". The screen below should appear:

- 1 [Financial Statements](#)
- 2 [Program & Audit Info](#)
- 3 [Completeness Checklist](#)
- 4 [Upload Attachments](#)
- 5 [Submit](#)

Stub Audit Submission CHECKLIST

» Proprietary School 1

▪ OPEID:77889900

All fields are required.

1. Are the following items included in the attachment of your Financial Statements? 2

	YES	NO	N/A	If N/A, please provide reason
Balance Sheet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%;" type="text"/>
Income Statement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%;" type="text"/>
Change in Equity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%;" type="text"/>
Cash Flows Statement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%;" type="text"/>
Consolidated Statements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%;" type="text"/>
Notes to Financial Statements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%;" type="text"/>
90/10 Revenue Attestation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%;" type="text"/>
Report on Compliance with Laws and Regulations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%;" type="text"/>
Report in Internal Controls	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%;" type="text"/>
Report on Financial Statements (This report must contain the Auditor's signature)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input style="width: 100%;" type="text"/>

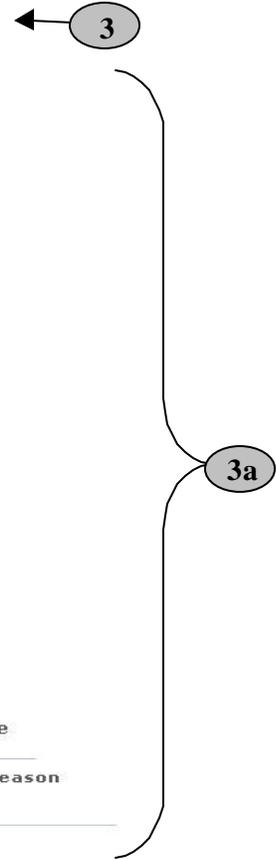
2a

1. This should read your institution's name and OPEID number. Confirm that this is correct.
2. Check **YES** for all documents included in your compliance audit attachment and **NO** if not attached.
 - a. Provide reasons for each deemed not applicable ("N/A").



Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Completeness Checklist Continues:



2. Are the following items included in the attachment of your Compliance Audit?

	YES	NO	N/A	If N/A, please provide reason
Servicer Information Sheet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Auditor Information Sheet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Summary Schedule A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Summary Schedule B	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Summary Schedule C	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Corrective Action Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Schedule of Findings & Questioned Costs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Statement addressing prior year audit findings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Independent Auditors Report (THIS REPORT MUST INCLUDE AUDITORS' SIGNATURE.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Explanation of All Current Year Audit Findings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Definitions of Material Non-Compliance:				
Institutional Eligibility & Participation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Reporting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Student Eligibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Disbursements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Refunds/Return of Title IV	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
GAPS & Cash Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Perkins Loan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Administrative Capabilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

3. Additional Notes
Enter any additional notes or explanation below

5 →

CANCEL

← 4

SAVE

← 6

SAVE AND PROCEED

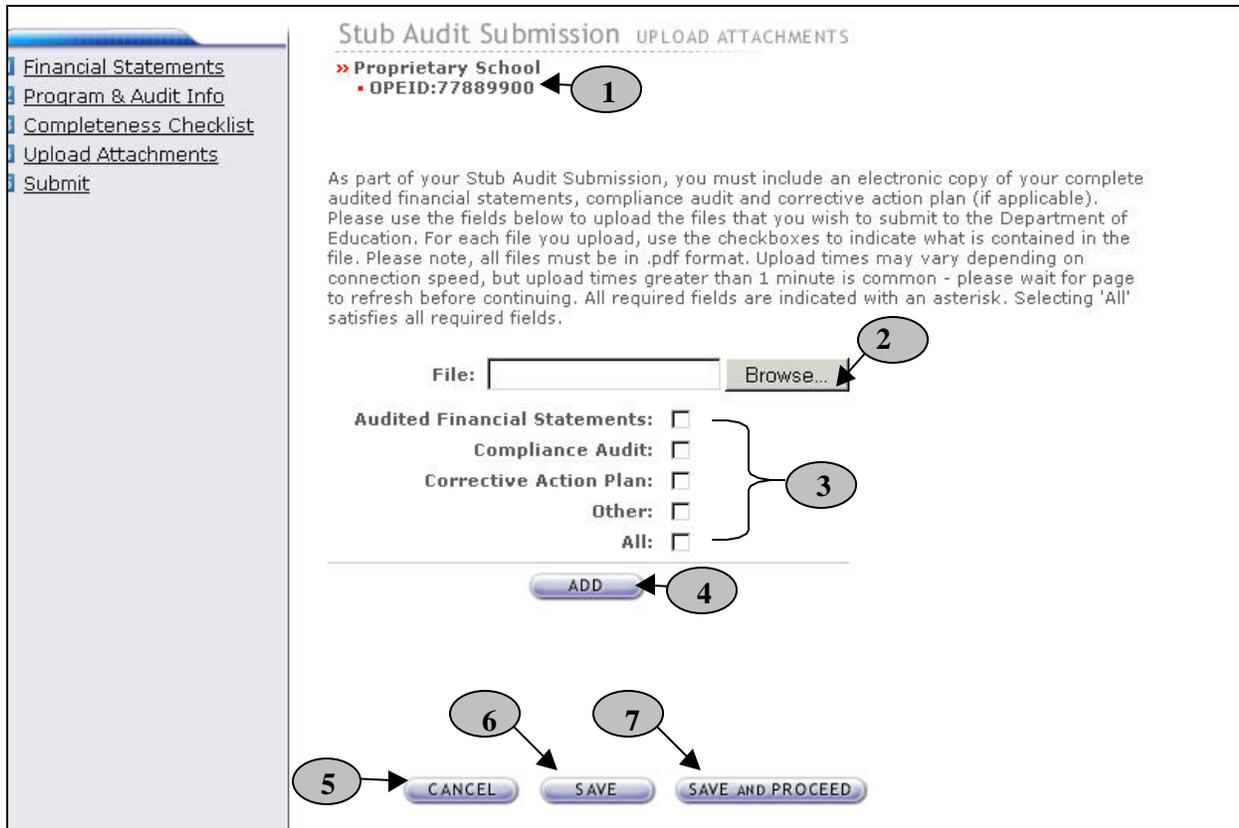
← 7

3. Check **YES** for all documents included in your compliance audit attachment and **NO** if not attached.
 - a. Provide reasons for each document deemed not applicable ("N/A").
4. Provide additional notes as necessary. Please feel free to attach any additional document(s). If you do attach these additional documents, please write a note in this field advising that you have attached additional information not required in this process.
5. Click the **CANCEL** button to erase all entries.
6. Click the **SAVE** button to save all entries currently on screen.
7. Click the **SAVE and PROCEED** button to take you to the Upload Attachment page.

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Upload Attachments

If you successfully entered or saved the information inputted on the Completeness Checklist page by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Stub Audit Submission", and then click on the underlined text "Upload Attachments". The screen below should appear:

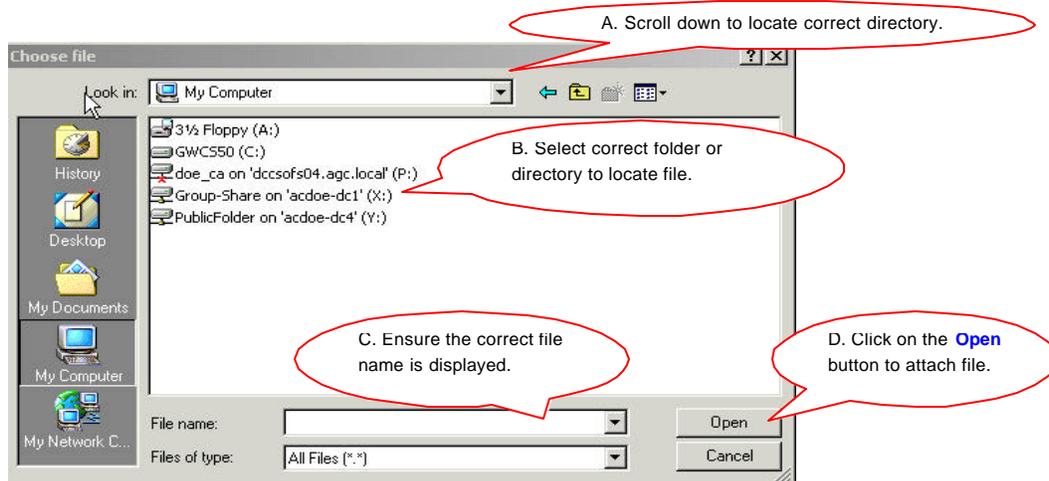


The screenshot shows the 'Stub Audit Submission' page with the following elements and callouts:

- 1:** Points to the institution name 'Proprietary School' and OPEID '77889900'.
- 2:** Points to the 'Browse...' button next to the 'File:' input field.
- 3:** Points to a group of checkboxes: 'Audited Financial Statements', 'Compliance Audit', 'Corrective Action Plan', 'Other', and 'All'.
- 4:** Points to the 'ADD' button.
- 5:** Points to the 'CANCEL' button.
- 6:** Points to the 'SAVE' button.
- 7:** Points to the 'SAVE AND PROCEED' button.

1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. Click on the **Browse** button to search for document(s) to be attached. Then follow instructions on the next page on searching and attaching document(s).

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools



3. Check all appropriate document(s) attached.
4. After the document has been selected and the file type identified by checking the box, click the **“ADD”** button to ensure that the document has been successfully attached to your compliance audit submission.
5. Click the **CANCEL** button to erase all entries.
6. Click the **SAVE** button to save all entries currently on the screen.
7. Click the **SAVE and PROCEED** button to take you to the Stub Audit Submission-submit page.

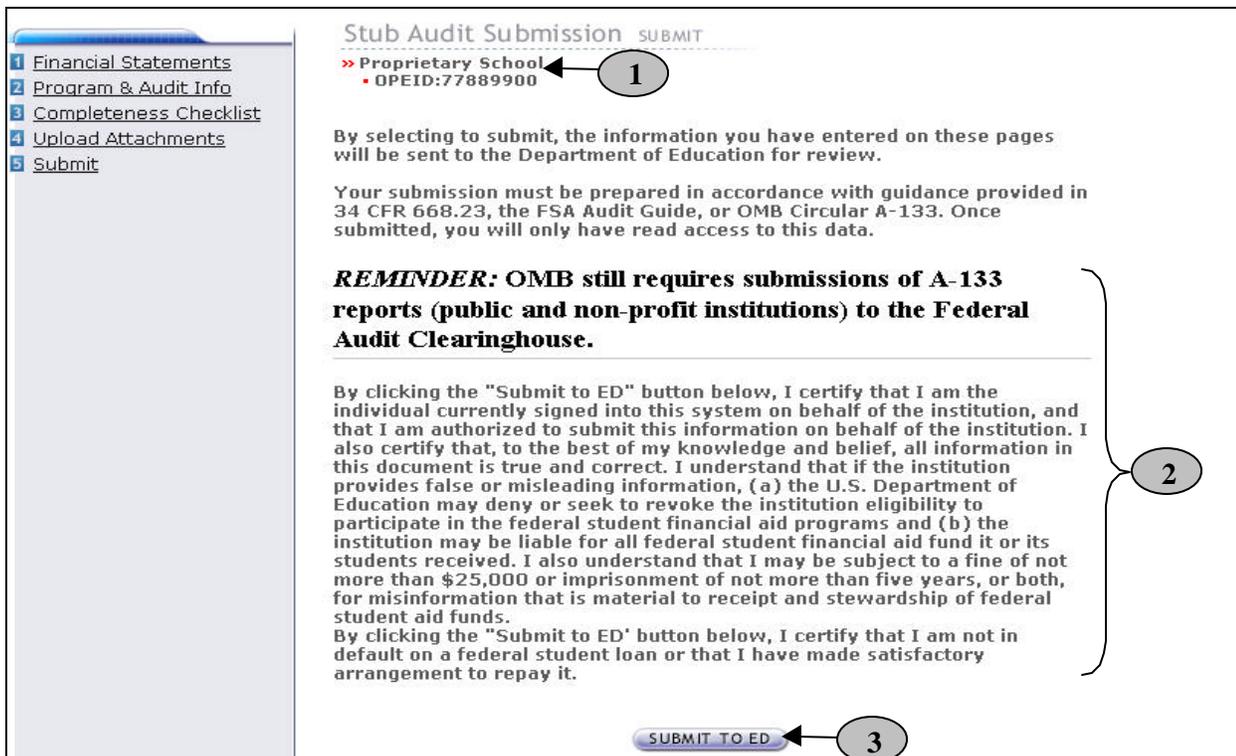
NOTE

As part of your annual submission, you must include an electronic copy of your complete audited financial statements. Please note that all files must be in a non editable. pdf format and no personal information such as Social Security Numbers should be contained in attachments. Remember, you can attach additional information not required during this process. If you do attach additional information, please make a note in the **“Notes”** field on the Completeness Checklist page.

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Stub Audit Submission-Submit

If you successfully entered, saved and attached an electronic copy of your submission by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Stub Audit Submission", and then click on the underlined text "Submit". The screen below should appear:



The screenshot shows a web interface for submitting a stub audit. On the left is a navigation menu with five items: 1 Financial Statements, 2 Program & Audit Info, 3 Completeness Checklist, 4 Upload Attachments, and 5 Submit. The main content area is titled "Stub Audit Submission SUBMIT". It shows a dropdown menu set to "Proprietary School" with an arrow pointing to a callout '1' and the OPEID number "77889900". Below this is a warning that information will be sent to the Department of Education for review, and a note that the submission must follow 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133. A bolded reminder states that OMB still requires A-133 reports for public and non-profit institutions. A large callout '2' encompasses a certification paragraph where the user must attest to the accuracy of the information and their authority to submit. At the bottom, there is a "SUBMIT TO ED" button with an arrow pointing to a callout '3'.

1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. Please read to understand and attest that you have met all requirements.
3. Click on the "**SUBMIT TO ED**" button to complete your Stub Audit Submission process.

NOTE

You will have read access only once submitted. Please note that only the financial statements and audit sections for the period audited should be completed and the Stub Audit must be attached.

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

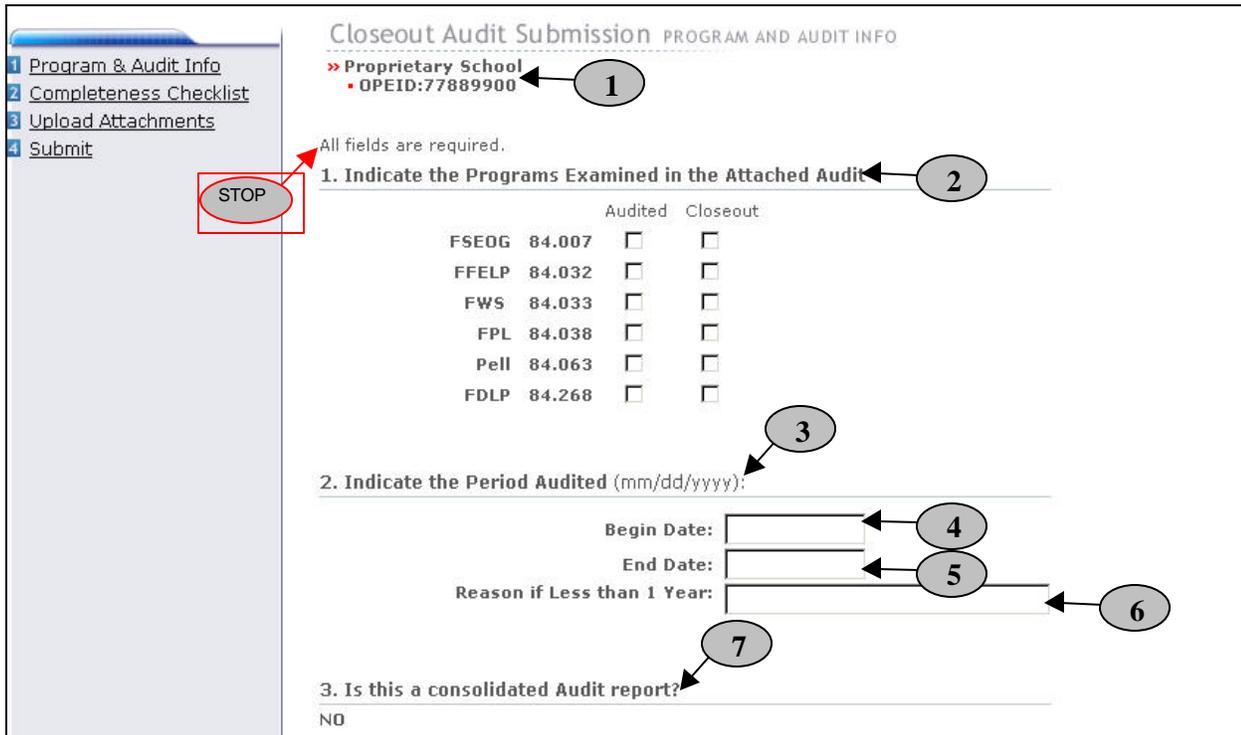
Closeout Audit Submission

Program and Audit Information

This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submission". Click on the underlined text "Closeout Audit Submission", and then click on the underlined text "Program and Audit Info". The screen below should appear:

NOTE

If you are submitting for a school group (i.e. you are the submitting institution for multiple schools), please complete all questions on this page from the perspective of the entire group. In other words, if any of your group audits have specific programs and findings then you must click YES when the system prompts you with this question. Remember, do not use commas or other punctuation and place a "0" in any fields with a null value.



Closeout Audit Submission PROGRAM AND AUDIT INFO

>> Proprietary School ← 1
 • OPEID:77889900

All fields are required.

1. Indicate the Programs Examined in the Attached Audit ← 2

	Audited	Closeout
FSEOG 84.007	<input type="checkbox"/>	<input type="checkbox"/>
FFELP 84.032	<input type="checkbox"/>	<input type="checkbox"/>
FWS 84.033	<input type="checkbox"/>	<input type="checkbox"/>
FPL 84.038	<input type="checkbox"/>	<input type="checkbox"/>
Pell 84.063	<input type="checkbox"/>	<input type="checkbox"/>
FDLP 84.268	<input type="checkbox"/>	<input type="checkbox"/>

2. Indicate the Period Audited (mm/dd/yyyy): ← 3

Begin Date: ← 4

End Date: ← 5

Reason if Less than 1 Year: ← 6

3. Is this a consolidated Audit report? ← 7

NO

STOP

1. This should read your institution's name and OPEID number. Confirm that this is correct.
2. Please check the appropriate boxes for programs examined in your audit.
3. Please indicate period audited in specified format.
4. Begin date is the beginning of the audit period.
5. End date is the end of the audit period.
6. Provide a reason if your audit period is less than a year.
7. If this is not a consolidated report, click **NO**, indicating that only one school is covered in the financial statements. If this is a consolidated report, click **YES**, the institution the Department of Education has on file as covered in the financial statements will be displayed. If there are any discrepancies please contact the Help Desk at 1-877-263-0780.

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Program and Audit Info Continues:

4. Review Auditor Information:

Records Indicate your Current Auditor Is: Price Waterhouse 111111111 **8**

Is this information correct? YES NO **9**

Enter Auditors TIN: **10**

5. Does this Audit contain any findings? (If Question 3 is 'yes', this applies to all schools listed.) **11**

YES NO

If yes, do these include findings of the following types?

	YES	NO	
Pell Adjustment:	<input type="radio"/>	<input type="radio"/>	12
Student Eligibility:	<input type="radio"/>	<input type="radio"/>	If Yes, Summary Schedule A is required in the attached audit 13
Disbursement:	<input type="radio"/>	<input type="radio"/>	If Yes, Summary Schedule B is required in the attached audit 14
Refunds:	<input type="radio"/>	<input type="radio"/>	If Yes, Summary Schedule C is required in the attached audit 14

6. Does the attached audit indicate that this examination was conducted in accordance with: **15**

	YES	NO
Generally Accepted Government Auditing Standards (GAGAS):	<input type="radio"/>	<input type="radio"/>
AICPA:	<input type="radio"/>	<input type="radio"/>
Audit Guide:	<input type="radio"/>	<input type="radio"/>

7. Opinion Type

16

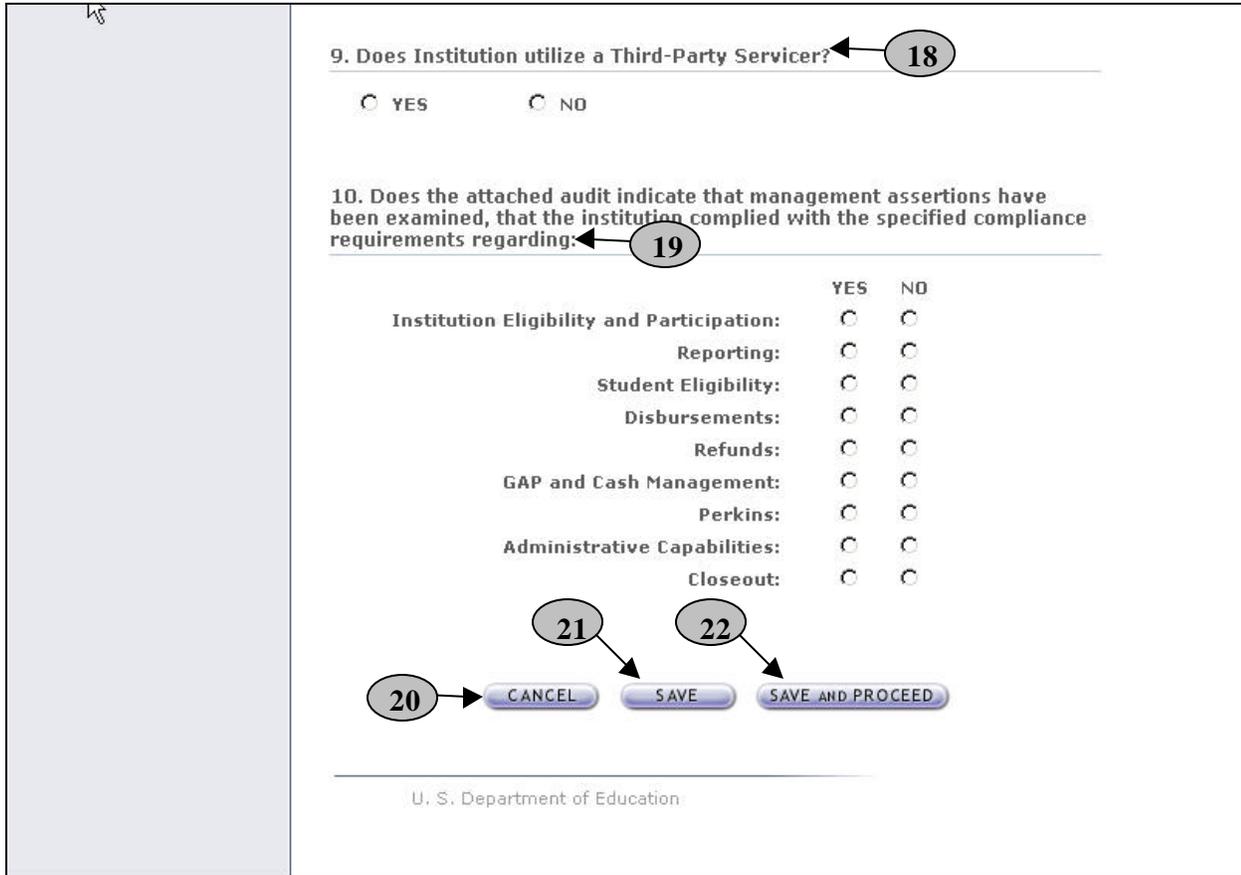
8. Were there audit findings in the previous year's audit? (If Question 3 is 'yes', this applies to all schools listed.) **17**

YES NO

8. This is the auditor on file with the Department of Education.
9. If the auditor's information is correct, no action is required. If incorrect, please update with current auditor's information.
10. This field should be pre-populated. Please enter the auditor's Tax Identification Number (TIN) if this information is incorrect or missing.
11. If your audit does not contain any findings, click **NO** and no action is required. If **YES** and the audit contains Pell Adjustment, Student Eligibility, Disbursement or Refunds findings, please attach the appropriate schedules.
12. Attach Schedule A if there were findings on Student Eligibility.
13. Attach Schedule B if there were findings on Disbursements.
14. Attach Schedule C if there were findings on Refunds.
15. Check all appropriate options regarding you audit examination.
16. Select appropriate opinion from the drop down list based on your auditor's opinion.
17. Choose **YES**, if your auditor sited any findings in the prior year's fiscal audit report.

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Program and Audit Information Continues:



9. Does Institution utilize a Third-Party Servicer? **18**

YES NO

10. Does the attached audit indicate that management assertions have been examined, that the institution complied with the specified compliance requirements regarding: **19**

	YES	NO
Institution Eligibility and Participation:	<input type="radio"/>	<input type="radio"/>
Reporting:	<input type="radio"/>	<input type="radio"/>
Student Eligibility:	<input type="radio"/>	<input type="radio"/>
Disbursements:	<input type="radio"/>	<input type="radio"/>
Refunds:	<input type="radio"/>	<input type="radio"/>
GAP and Cash Management:	<input type="radio"/>	<input type="radio"/>
Perkins:	<input type="radio"/>	<input type="radio"/>
Administrative Capabilities:	<input type="radio"/>	<input type="radio"/>
Closeout:	<input type="radio"/>	<input type="radio"/>

20 →

21 → **22** →

U. S. Department of Education

18. Click **YES** if your institution contracts a third-party servicer to perform certain administrative duties.
19. Indicate the applicable assertions examined by your auditor for each item.
20. Click the **CANCEL** button to make changes to all entries.
21. Click the **SAVE** button to ensure all entries are successfully stored by the system for this page.
22. Click the **SAVE and PROCEED** button to go to the Closeout Submission-Completeness Checklist page.
This is the next stage in the submission process.

NOTE

If you are submitting for a school group (i.e. you are the submitting institution for multiple schools), please complete all questions on this page from the perspective of the entire group. In other words, if any of your group audits have any of these programs then you must click YES when the system prompts you with this question.

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Completeness Checklist

If you successfully entered or saved the information inputted on the Program and Audit Information page by clicking on the **SAVE AND PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Closeout Audit Submission", and then click on the underlined text "Completeness Checklist". The screen below should appear:

The screenshot shows the 'Closeout Audit Submission CHECKLIST' page. At the top left, there is a navigation menu with options: 1 Program & Audit Info, 2 Completeness Checklist, 3 Upload Attachments, and 4 Submit. The main content area is titled 'Closeout Audit Submission CHECKLIST' and shows the institution name 'Proprietary School' and OPEID '77889900' (callout 1). Below this, a table lists various audit items with 'YES', 'NO', and 'N/A' columns and a 'If N/A, please provide reason' column (callout 2). A red 'STOP' box is placed over the 'Summary Schedule B' row. At the bottom, there is a section for '2. Additional Notes' (callout 3) and three buttons: 'CANCEL' (callout 4), 'SAVE' (callout 5), and 'SAVE AND PROCEED' (callout 6). A bracket on the right side of the table is labeled '2a'.

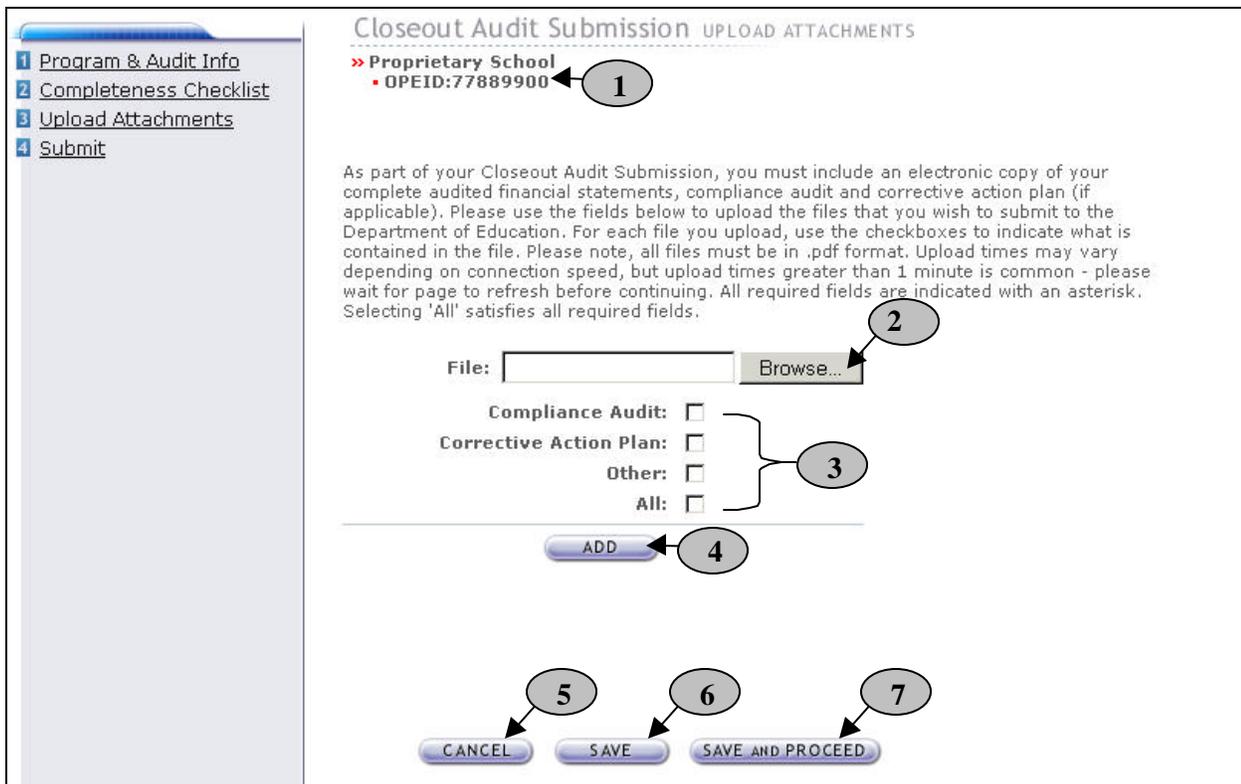
	YES	NO	N/A	If N/A, please provide reason
Servicer Information Sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Auditor Information Sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Summary Schedule A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Summary Schedule B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Summary Schedule C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrective Action Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule of Findings & Questioned Costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Statement addressing prior year audit findings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Independent Auditors Report (THIS REPORT MUST INCLUDE AUDITORS' SIGNATURE.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Explanation of All Current Year Audit Findings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Definitions of Material Non-Compliance:				
Institutional Eligibility & Participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Student Eligibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disbursements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Refunds/Return of Title IV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GAPS & Cash Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Perkins Loan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Administrative Capabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Closeout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

1. This should read your institution's name and OPE ID number. Confirm that this is correct.
2. Check **YES** for all documents included in your compliance audit attachment and **NO** if not attached.
 - a. Provide reasons for each deemed not applicable ("N/A").
3. Provide additional notes as necessary. Please feel free to attach any additional document(s). If you do attach these additional documents, please write a note in this field advising that you have attached additional information not required in this process.
4. Click the **CANCEL** button to erase all entries.
5. Click the **SAVE** button to save all entries currently on screen.
6. Click the **SAVE and PROCEED** button to take you to the Upload Attachment page.

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

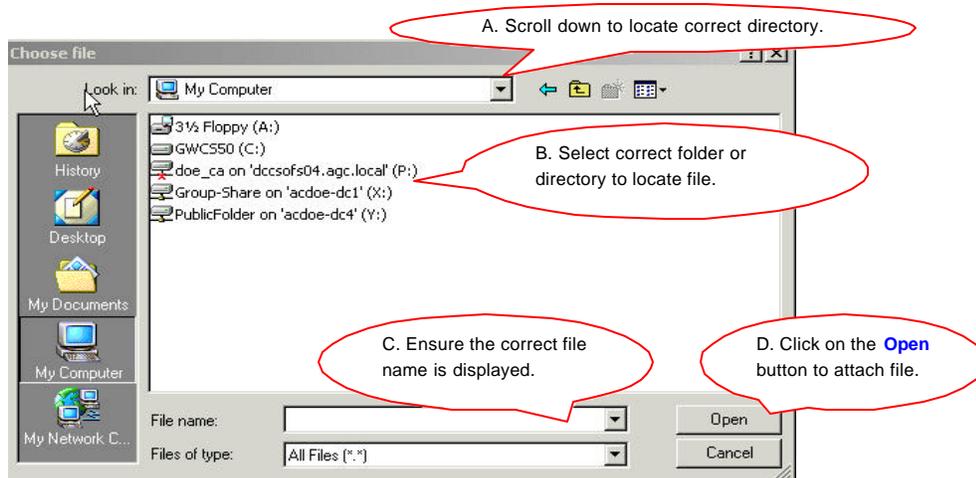
Upload Attachments

If you successfully entered or saved the information inputted on the Completeness Checklist page by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Closed Audit Submission", and then click on the underlined text "Upload Attachments". The screen below should appear:



1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. Click on the **Browse** button to search for document(s) to be attached. Then follow instructions on the next page on searching and attaching document(s).

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools



3. Check all appropriate document(s) attached.
4. After the document has been selected and the file type identified by checking the box, click the **"ADD"** button to ensure that the document has been successfully attached to your compliance audit submission.
5. Click the **CANCEL** button to erase all entries.
6. Click the **SAVE** button to save all entries currently on the screen.
7. Click the **SAVE and PROCEED** button to take you to the Closeout Audit Submission-submit page.

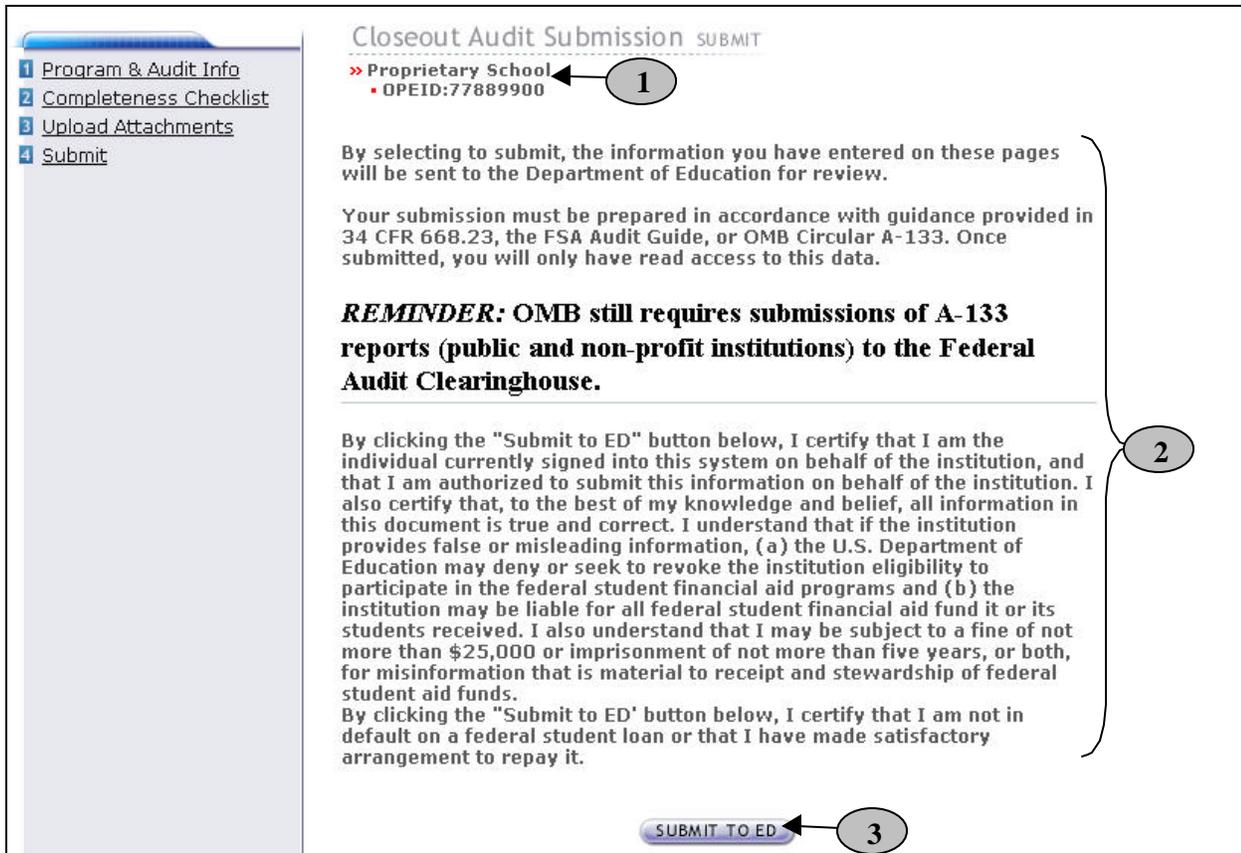
NOTE

As part of your annual submission, you must include an electronic copy of your complete audited financial statements. Please note that all files must be in a non editable. pdf format and no personal information such as Social Security Numbers should be contained in attachments. Remember, you can attach additional information not required during this process. If you do attach additional information, please make a note in the "Notes" field on the Completeness Checklist page.

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Closeout Audit Submission-Submit

If you successfully entered, saved and attached an electronic copy of your submission by clicking on the **SAVE and PROCEED** button, the screen below should appear. This page can also be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Closeout Audit Submission", and then click on the underlined text "Submit". The screen below should appear:



1. This should read the name of your institution and OPE ID number. Confirm that this is correct.
2. Read to understand and attest that you have met all requirements.
3. Click on the **SUBMIT TO ED** button to complete your FSA Annual Submission process. This will then take you to your institution's homepage with a displayed confirmation of your audit submission.

NOTE

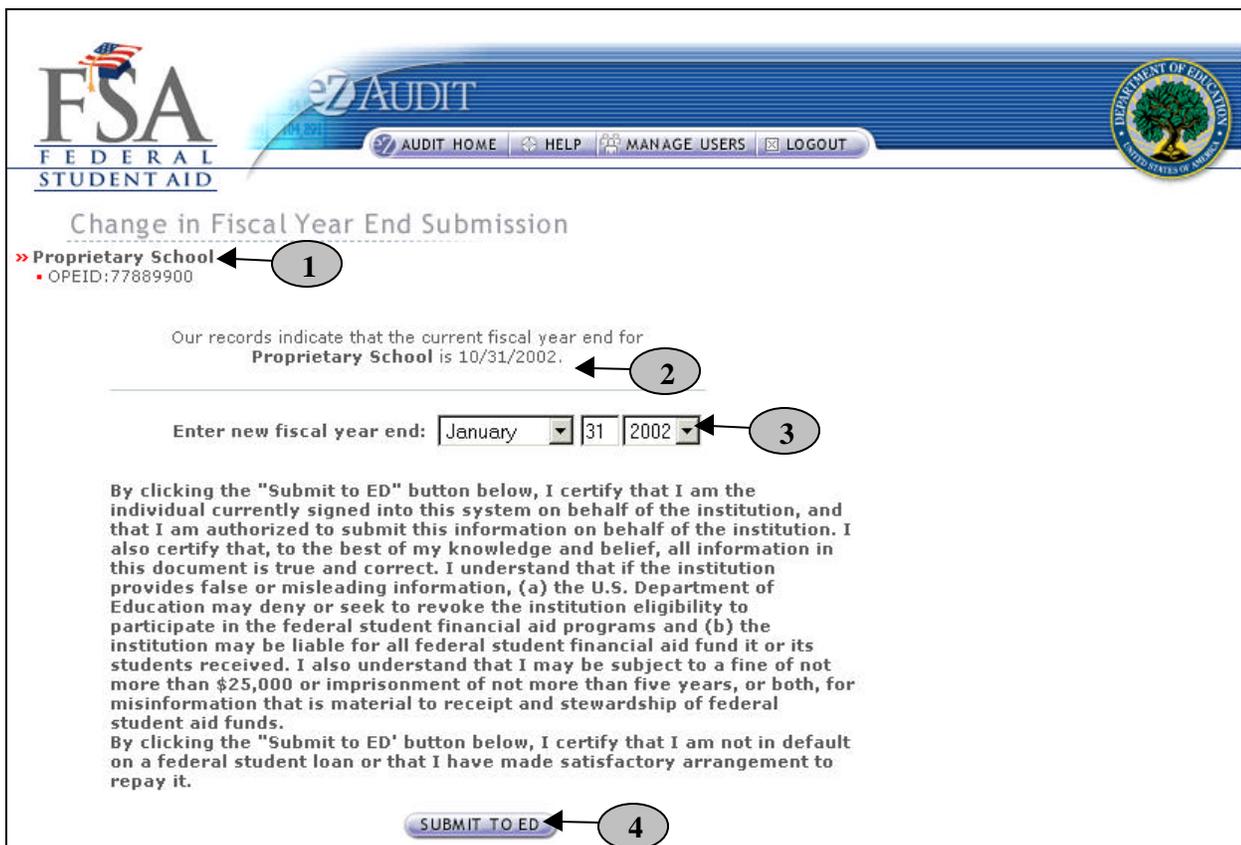
You will have "read" access only once submitted.

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Change in FY End

Change in FY END Submission

This page can be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Change Fiscal Year End Date", and then click on the underlined text "Change in FY End". The screen below should appear:



FSA FEDERAL STUDENT AID eZ-AUDIT

AUDIT HOME HELP MANAGE USERS LOGOUT

Change in Fiscal Year End Submission

>> **Proprietary School** ← 1
 • OPEID: 77889900

Our records indicate that the current fiscal year end for
Proprietary School is 10/31/2002. ← 2

Enter new fiscal year end: January 31 2002 ← 3

By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the best of my knowledge and belief, all information in this document is true and correct. I understand that if the institution provides false or misleading information, (a) the U.S. Department of Education may deny or seek to revoke the institution eligibility to participate in the federal student financial aid programs and (b) the institution may be liable for all federal student financial aid funds it or its students received. I also understand that I may be subject to a fine of not more than \$25,000 or imprisonment of not more than five years, or both, for misinformation that is material to receipt and stewardship of federal student aid funds.
 By clicking the "Submit to ED" button below, I certify that I am not in default on a federal student loan or that I have made satisfactory arrangement to repay it.

SUBMIT TO ED ← 4

1. This should read the name of your institution and OPE ID number. Confirm that this is correct.
2. This represents information on file with ED concerning current fiscal year.
3. Click on the drop down list to change date as desired.
4. Click on the "**SUBMIT TO ED**" button to ensure that date change is captured by the eZ-Audit system.

NOTE

When notifying ED of a change in fiscal year end, please submit change 90 days prior to your current fiscal year end date. Contact your Case Team Representative for information regarding additional submission requirements.

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

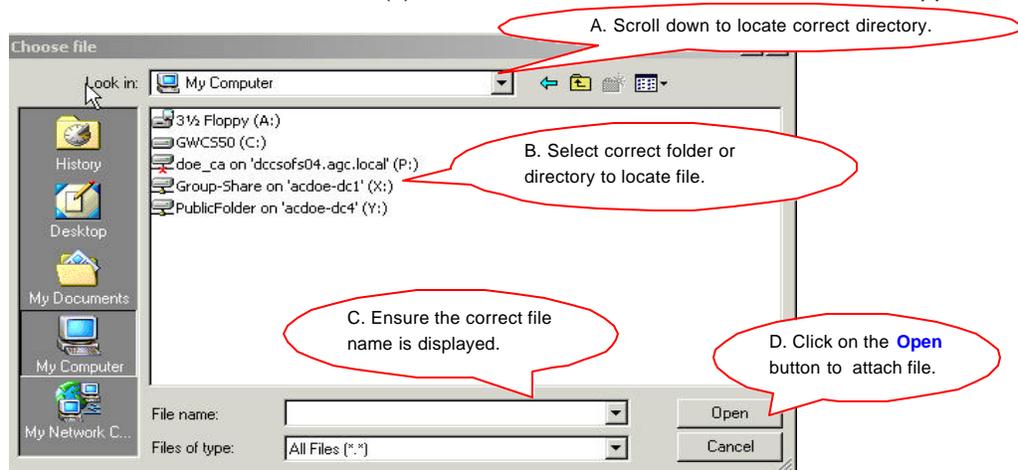
Waiver/Exemption Request

Create Waiver/Exemption Request

This page can be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Other Submissions", and then click on the underlined text "Create Waiver/Exemption Request". The screen below should appear:

The screenshot shows a web form titled "Create Waiver Exemption Request" for a "PROPRIETARY SCHOOL" with OPEID: 77889900. It includes a file upload field with a "Browse..." button, an "ADD" button, and a "SUBMIT TO ED" button. A large text block contains a certification statement. Numbered callouts indicate: 1. The school name and OPEID; 2. The "Browse..." button; 3. The "ADD" button; 4. The "CANCEL" button; 5. The "SUBMIT TO ED" button.

1. This should read the name of your institution and OPEID number. Confirm that this is correct.
2. Click on the **Browse** button to search for document(s) to be attached. The screen below should appear.



3. After the document(s) has been attached and the file type identified by checking the box, click the **"ADD"** button to ensure that the document(s) has been successfully attached to your compliance audit submission. The screen will then change to the screen on the next page.

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Create Waiver Exemption Request

>> PROPRIETARY SCHOOL

• OPEID:77889900 ← 1

Please use the fields below to upload your Waiver/Exemption Request into the system. Please note, all files must be in .pdf format. Once all file(s) have been uploaded, select "Submit". Selecting "Cancel" will return you to your home page without saving or submitting your information.

File*: Browse... ← 2

ADD ← 3

ATTACHED FILE(S)	
S8-FS.pdf	Request document

DELETE ← New

By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the best of my knowledge and belief, all information in this document is true and correct. I understand that if the institution provides false or misleading information, (a) the U.S. Department of Education may deny or seek to revoke the institution eligibility to participate in the federal student financial aid programs and (b) the institution may be liable for all federal student financial aid fund it or its students received. I also understand that I may be subject to a fine of not more than \$25,000 or imprisonment of not more than five years, or both, for misinformation that is material to receipt and stewardship of federal student aid funds. By clicking the "Submit to ED" button below, I certify that I am not in default on a federal student loan or that I have made satisfactory arrangement to repay it.

4 → CANCEL SUBMIT TO ED ← 5

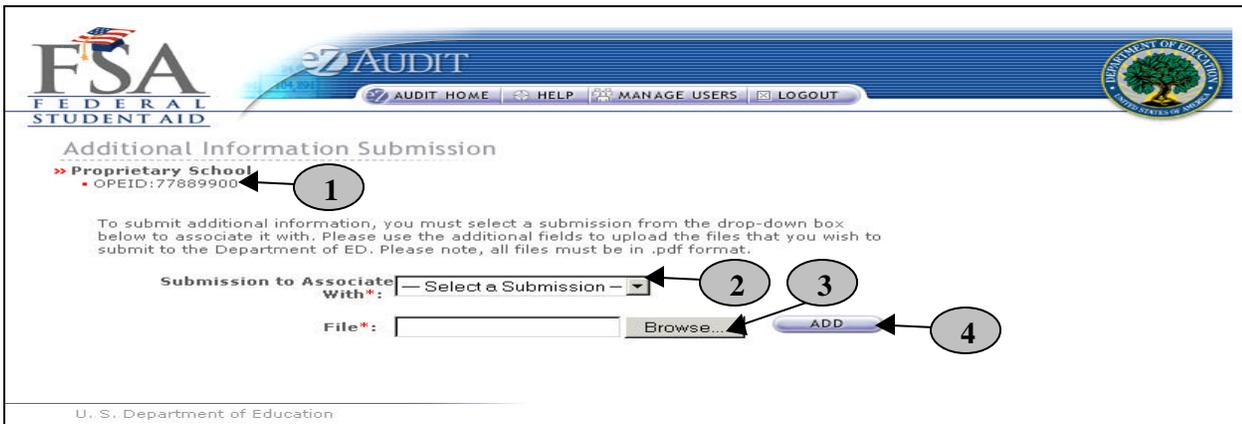
- Click the **CANCEL** button to erase all entries.
- Click the **"SUBMIT TO ED"** button to submit your Waiver/Exemption Request. This will then take you to your institution's homepage with a displayed confirmation of your transaction.

Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

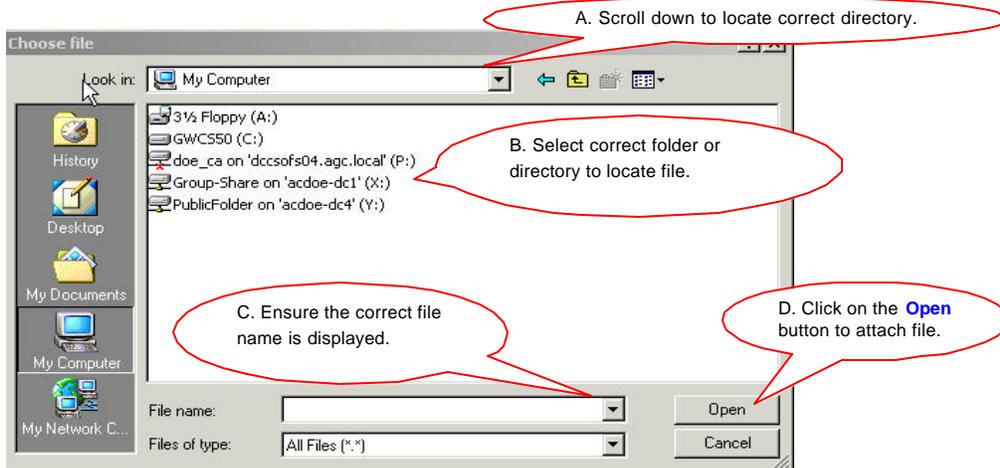
Additional Information

Additional Information Submission

This page can be reached by repeating the **LOGIN** step. This will take you to your institution's eZ-Audit homepage. On the upper left hand side of the page, you will see a section "Other Submissions". Click on the underlined text "Other Submissions", and then click on the underlined text "Submit Additional Information". The screen below should appear:



1. This should read the name of your institution and OPE ID number. Confirm that this is correct.
2. Select a submission type.
3. Click on the **Browse** button to search for document(s) to be attached. The screen below should appear:



4. After the document(s) has been attached and the file type identified by checking the box, click the "**ADD**" button to ensure that the document(s) has been successfully attached to your compliance audit submission.

NOTE

All schools are allowed to submit additional information (not requested) related to a current submission before Case Management has completed the review of the school's submission.



Step-by-Step Guide to Using eZ-Audit for Proprietary Schools

Appendix

Rules of Behavior

eZ-Audit System Rules of Behavior

Statement of Acceptance of User Responsibility

For Official, Approved Use Only – the eZ-Audit system is funded by the Government to support various programmatic efforts needed to accomplish the FSA mission. As such, these resources are to be used only for official Government business. Users should remember that when they use the eZ-Audit system, they are acting in their employment capacity on behalf of ED. Unless approved in writing by management, any activity outside that employment capacity, or which could bring harm or embarrassment to ED/FSA must be avoided.

Privacy Expectations – All users are cautioned that, in general computers, networks, and information systems are not “private.” Users should have no expectation of privacy when using computing resources. E-mail sent via the eZ-Audit system may bear site-specific identifiers in the address (name@ed.gov). As such, regardless of disclaimers, users employing ED/FSA e-mail are representing the site and ED/FSA and must act accordingly.

Monitoring of Computing Resources – Activities on ED/FSA systems and networks are subject to monitoring, recording, and periodic audits to ensure that the resources are functioning properly and to protect against unauthorized use. The System Administrator may access any user’s computer system or data communications and disclose information obtained through such auditing to appropriate third parties, e.g., law enforcement personnel. Use of ED/FSA computing resources implies consent by the user to such monitoring, recording, and auditing.

Violations – It is critical that all users adhere to ED/FSA computer policies and accepted user principles regarding appropriate use. Violations of these principles or policies may lead to disciplinary action, possibly including termination of funding and/or employment. Designated administrators or other authorized personnel will evaluate and determine the degree of violation and appropriate disciplinary action.

Manager/Administrator Responsibilities – Management personnel will lead in applying these user principles. Managers are responsible for implementing these accepted user principles in their organization and will be accountable for ensuring that users are aware of and acknowledge their responsibilities.

Accepted User Principles

Users’ access to computing resources indicates a level of trust bestowed upon them by their management and ultimately by ED. Users are responsible for their actions and must be aware of and acknowledge their responsibilities.



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At a minimum *all users* are responsible for these principles:

- Ensuring that the eZ-Audit system is used only for official Government business.
- Knowing who their site computer security personnel are and how they can be contacted.
- Ensuring that the eZ-Audit system is used in compliance with Title IV program participation agreements and other applicable regulatory requirements to ensure program integrity.
- Protecting the information users are processing from access by, or disclosure to, unauthorized personnel.
- Immediately reporting all security incidents and potential threats and vulnerabilities involving computing resources to designated computer security personnel.
- Protecting authenticators, such as passwords.
- Reporting any compromise or suspected compromise of a password to designated computer security personnel.
- Accessing only systems, networks, data, control information, and software for which they are authorized.
- Ensuring that system media and system outputs are marked according to their sensitivity and are properly controlled and stored.
- Knowing required storage sanitizing procedures (e.g., overwriting disks that contain sensitive data prior to reuse).
- Avoiding the introduction of malicious code into any computing resource.
- Preventing physical damage to the system.
- Notifying management before relocating computing resources.
- Ensuring that the work area is secured at all times and not duplicated.
- Following procedures for signing out sensitive application documentation when removing these documents from the library and ensuring that sensitive information is not removed from the work area.
- Not removing equipment or storage media from the work area without prior written authorization from the designated systems administrators, security officer or other authorized personnel.

Signature

Date



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Balance Sheet Mapping and References for eZ-Audit

#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
1	Cash and Cash Equivalents	Cash on hand, demand deposits in banks and other accounts characteristic of demand deposits that may be withdrawn without prior notice or substantial penalty.	Balance Sheet	SFAC No.6 & FASB Technical Bulletin NO. 81-4	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
2	Accounts Receivable - Students	All amounts due from students on account.	Balance Sheet	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
3	Accounts Receivable - Employee	All amounts due from employee borrowings from the institution or employee advances.	Balance Sheet	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
4	Accounts Receivable, - Related Parties; secured	All amounts due from related parties [owners, shareholders and affiliates] on account that are collateralized or subject to a security agreement.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
5	Accounts Receivable, - Related Parties: unsecured	All amounts due from related parties [owners, shareholders and affiliates] on account that are not collateralized or subject to a security agreement.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
6	Accounts Receivables, - other	All amounts on account not included in line items 2 thru 5 above.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
7	Allowance for Doubtful Accounts	The amount of the allowance recorded to recognize the value of uncollectible accounts.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172



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#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
8	Net Accounts Receivable	Net realizable value of accounts receivables. Equals gross accounts receivable less the allowance for doubtful accounts [line items 2 thru 6 minus 7].	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
9	Prepaid Expenses	Expenses that result from a cash outlay in a prior period; and, has not yet been consumed.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
10	Inventories	The cost of goods purchased for resale in the normal course of business.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
11	Notes Receivable - Related Parties; secured	All amounts due from related parties [owners, shareholders and affiliates] on account in the form of promissory notes that are collateralized or subject to a security agreement.	Balance Sheet and Notes	SFAC No. 6 & SFAS 57	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
12	Notes Receivable, - Related Parties; unsecured	All amounts due from related parties [owners, shareholders and affiliates] on account in the form of promissory notes that are not collateralized or subject to a security agreement.	Balance Sheet and Notes	SFAC No. 6 & SFAS 57	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
13	Notes Receivable - other	All amounts on account in the form of promissory notes not included in line items 11 and 12 above.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
14	Investments - current	Marketable debt and equity securities classified either as held-to-maturity, trading or available-for-sale; and, included in current assets.	Balance Sheet and Notes	SFAC No. 6 & SFAS 115	34 CFR 668.23 34 CFR 668.171 34 CFR

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#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
					668.172
15	Deferred Advertising	Deferred [capitalized] advertising costs resulting from direct response advertising, only.	Balance Sheet and Notes	SOP 93-7	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
16	Deferred Income Taxes; current	Deferred income tax benefits that will reverse during the next fiscal year.	Balance Sheet and Notes	SFAS 109	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
17	Other Current Assets	All current assets not included in line items 1 thru 16 above.	Balance Sheet and Notes	SFAC No.6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
18	<i>Current Assets</i>	Sum of all current assets [line items 1 thru 17] above.	Balance Sheet and Notes	Calculate d	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
19	Property, Plant and Equipment, including capitalized leases	Property, Plant and Equipment used in operations [placed in service]; not to include construction in progress.	Balance Sheet and Notes	SFAC No. 6 & SFAS 121	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
20	Accumulated Depreciation	Cumulative total of all depreciation expense incurred on property, plant and equipment including capital leases used in operations.	Balance Sheet and Notes	SFAC No. 6 & APB No 1	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
21	<i>Net Property, Plant and Equipment, including capitalized leases</i>	Property, Plant and Equipment including capitalized leases net of accumulated depreciation.	Balance Sheet and Notes	Calculate d	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
22	Intangible	All purchased intangibles	Balance	APB 17	34 CFR



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#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
	Assets, net of accumulated amortization [excluding goodwill]	including patents, franchises, copyrights, trademarks, brand names, covenants not to compete, accreditation costs, program development costs; and, any advertising costs not resulting from direct response advertising	Sheet and Notes	& SFAS 142	668.23 34 CFR 668.171 34 CFR 668.172
23	Goodwill, net of accumulated amortization	The excess of costs over the market [fair] value of specific assets acquired in a business combination.	Balance Sheet and Notes	APB 17 & SFAS 142	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
24	Investments	Debt and equity securities, facilities, land and other assets held for long-term purposes.	Balance Sheet and Notes	SFAC No. 6 & SFAS 115	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
25	Notes Receivable - Related Parties; secured	All amounts due from related parties [owners, shareholders and affiliates] on account in the form of promissory notes that are collateralized or subject to a security agreement classified as non-current.	Balance Sheet and Notes	SFAC No. 6 & SFAS 57	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
26	Notes Receivable - Related Parties; unsecured	All amounts due from related parties [owners, shareholders and affiliates] on account in the form of promissory notes that are not collateralized or subject to a security agreement classified as non-current.	Balance Sheet and Notes	SFAC No. 6 & SFAS 57	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
27	Notes Receivable - other	All amounts on account in the form of promissory notes not included in line items 25 and 26 above classified as non-current.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
28	Deferred Income Taxes; non-current	Deferred income tax benefits that will reverse during the next fiscal year.	Balance Sheet and Notes	SFAS 109	34 CFR 668.23 34 CFR



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#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
					668.171 34 CFR 668.172
29	Other Non-current Assets	All non-current assets not included in line items 19 thru 28 above.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
30	<i>Total Assets</i>	Sum of all assets [line items 1 thru 29] above.	Balance Sheet and Notes	Calculate d	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
31	Accounts Payable	All amounts owed to suppliers or providers of services from normal operations.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
32	Refunds Payable	All amounts owed to students and/or financial partners subject to Title IV programs.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
33	Student Deposits and advances	All amounts owed to students from deposits and advance payments.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
34	Accrued Expenses	Current liabilities that result from the consumption of an asset or service during the fiscal year prior to payment.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
35	Current Portion of Long-term Debt	Portion of debt used for long-term purposes maturing during the next fiscal year.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR



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#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
					668.172
36	Deferred Tuition	Receipts on tuition not recognized as revenue due to Department policy requiring pro rata recognition.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
37	Deferred Income Taxes; current	Deferred tax liabilities reversing during the next fiscal year.	Balance Sheet and Notes	SFAS 109	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
38	Lines of Credit	Amounts owed due to lines of credit with banks.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
39	Current Portion of Capital Lease Obligations	Portion of the net present value of minimum lease payments maturing during the next fiscal year.	Balance Sheet and Notes	SFAS 13/98	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
40	Other Current Liabilities	All current liabilities not included in line items 31 thru 39 above.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
41	<i>Current Liabilities</i>	Sum of all current liabilities [line items 31 thru 40 above.	Balance Sheet and Notes	Calculate d	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
42	Long-term Debt, net of current portion	All formal debt instruments and any other debt instruments used for long-term purposes.	Balance Sheet and Notes	SFAS 47	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
43	Deferred	Deferred tax liabilities not	Balance	SFAS 109	34 CFR



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#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
	Income Taxes; non-current	reversing during the next fiscal year.	Sheet and Notes		668.23 34 CFR 668.171 34 CFR 668.172
44	Capital Lease Obligations	Net present value of minimum lease payments not maturing during the next fiscal year.	Balance Sheet and Notes	SFAS 13/98	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
45	Deferred Compensation	All amounts owed for pensions, retirements and other deferred elements of compensation	Balance Sheet and Notes	SFAS 106, 112 and 132	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
46	Post Employment & Post Retirement Benefits	All amounts owed on plans that pay employees or their beneficiaries for post reemployment or post retirement benefits other than pensions; must be shown on face of the balance sheet.	Balance Sheet and Notes	SFAS 106, 112 and 132	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
47	Other Non-current Liabilities	All non-current liabilities not included in line items 42 thru 46 above.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
48	<i>Total Liabilities</i>	Sum of all liabilities [line items 41 thru 47] above.	Balance Sheet and Notes	Calculate	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
49	Contributed Capital	All capital contributed or donated by owners, shareholders and donors.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
50	Retained Earnings	Undistributed earnings and profits maintained for internal	Balance Sheet and	SFAC No. 6	34 CFR 668.23

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#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
		purposes.	Notes		34 CFR 668.171 34 CFR 668.172
51	Common Stock	Par value of all classes of common stock, authorized and outstanding.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
52	Preferred Stock	Par value of all classes of preferred stock, authorized and outstanding.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
53	Paid-in capital, Excess of Par	Capital that results from the sale of stock [common or preferred] in excess of par.	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
54	Unrealized Gains and (Losses)	Unrealized gains or (losses) from investments in avail-for-sale securities.	Balance Sheet and Notes	SFAS 130	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
55	Comprehensive Income [Loss]	Change in equity from transactions and events not resulting from investments by or distribution to owners.	Balance Sheet and Notes	SFAS 130	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
56	Treasury Stock	Value [cost or par] of stock purchase and held after initial issuance	Balance Sheet and Notes	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
57	Owner's Equity	Sum of all owners' equity accounts [line items 49 thru 56] above.	Balance Sheet and Notes	Calculate d	34 CFR 668.23 34 CFR 668.171



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#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
					34 CFR 668.172
58	<i>Total Liabilities and Owner's Equity</i>	Sum of Total Liabilities and Total Owner's Equity [line item 48 plus line item 57 above].	Balance Sheet and Notes	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172



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Income Statement Mapping and References for eZ-Audit

#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
1	Operating Income	Income derived from activities that constitute the major focus of the institution [e.g. tuition, fees, etc. net of contra revenue items including internal scholarships].	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
2	Tuition and Fees	Tuition and fees revenues included in operating income received from students duly enrolled in the institution per ED income recognition policy.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
3	Other	All operating revenues other than tuition and fees included in operating income received from students duly enrolled in the institution [e.g. rental, store and services revenues, etc.]	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
4	<i>Total Operating Income</i>	Total of all operating income elements shown above [line items 2 thru 3].	Income Statement	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
5	Non-operating Income	Income derived from activities that do not constitute the major focus of the institution [e.g. gains on sale of investments, interest income and other].	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
6	Gains on Sale of Investments	Gains on the sale of assets classified as investments in the accounts of the institution.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
7	Interest Income	Interest income derived from debt securities or bank accounts, etc. held by the institution.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172



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#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
8	Other	All non-operating revenues other than gains on sale of investments and interest income included in non-operating income received from activities not constituting the major activities of the institution [e.g. space rental, etc.].	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
9	Total Non-operating Income	Total of all non-operating income elements shown above [line items 6 thru 8].	Income Statement	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
10	Total Income	Sum total of operating and non-operating income elements [line items 4 plus line item 9 above].	Income Statement	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
11	Cost of Goods Sold	Costs of all goods sold from inventory during the fiscal year [books, items of clothing, accessories, etc.].	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
12	Salaries Expense	Wage and Salary expenses and other expenses of payroll for operating personnel.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
13	Rent expense	Expenses for the rental of facilities and/or equipment used in operations. Those subject to operating lease [rentals].	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
14	Insurance Expense	Expenses incurred to insure facilities and personnel involved in operations.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172



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#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
15	Administrative Expenses	Expenses incurred by the institution related to administration activities [e.g. wages, salaries, rent, insurance, etc].	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
16	Depreciation and Amortization Expenses	Expenses for the systematic expiration of tangible assets [depreciation] and intangible assets [amortization] used in operations.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
17	Interest Expense	Expenses on outstanding debt securities of the institution.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
18	Debt Expense	Expenses recognized to account for the uncollectibility of amounts due on account.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
19	Marketing	Expenses of sales and other marketing activities conducted by the institution.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
20	Recruiting	Expenses from recruitment activities conducted by the institution.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
21	Other Expenses	All expenses not include in line items 11 thru 20 above [e.g. losses on sale of investments, other assets, etc.].	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
22	Expenses	Total of all expenses shown above [line items 11 thru 21	Income Statement	Calculated	34 CFR 668.23

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#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
		above].			34 CFR 668.171 34 CFR 668.172
23	<i>Net Income [Loss] Before Taxes</i>	Total Income [line item 10] minus Total Expenses [line item 22].	Income Statement	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
24	Provision for income Taxes	Income tax expense or benefit for the current fiscal year.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
25	<i>Net Income [Loss] After Taxes</i>	Net Income after income tax expense of benefit for the current fiscal year.	Income Statement	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
26	Extraordinary Gain [Loss], net of income taxes	Gains [Losses], which are infrequent and unusual in nature [e.g. early extinguishment of debt].	Income Statement	APB No. 9/26/30 & SFAS 4/64/76	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
27	Gain [Loss] from Discontinued Operations, net of taxes	Gains [Losses] from the discontinuance of a segment of the business.	Income Statement	APB No. 9/30	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
28	Gain [Loss] from a Change in Accounting Principle, net of taxes	Income [Loss] due to change from one GAAP compliant accounting method or practice to another.	Income Statement	APB Nos. 9/20/30 & FASB Interpret Nos. 1 and 20 & FASB Bulletin	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172



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#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
				No. 79-17	
29	<i>Net Income (Loss)</i>	Net amount of income [loss] after all regular and irregular elements of income [line items 25 thru 28 above].	Income Statement	Calculated	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
30	Retained Earnings, Beginning of the year	Undistributed earnings and profits maintained by the institution for internal purposes at beginning of the fiscal year.	Income Statement	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
31	Gain [Loss] from Correction of an Error, net of taxes	Income or loss resultant from an error in application or calculation related to an accounting practice during the prior fiscal year [prior period adjustment].	Income Statement	SFAS No. 16	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
32	<i>Retained Earnings, end of year</i>	Undistributed earnings and profits maintained by the institution for internal purposes at end of the fiscal year.	Income Statement	SFAC No. 6	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172



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Cash Flow Statement Mapping and References for eZ-Audit

#	Item	Description	Mapped Reference	Accounting Reference	Regulatory Reference
1	Net Cash Provided from [Used by] Operating Activities	Net cash provided from [used by] operating activities arrived at by adding non-cash expenses to and subtracting non-cash revenues from net income.	Cash Flow Statement	SFAS No. 95, 102 and 104	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
2	Net Cash Provided from [Used by] Investing Activities	Net cash provided [used] from activities involving: a) lending money and collecting on loans, b) acquiring and selling or disposing on available-for-sale or held-to-maturity securities and c) acquiring and selling or disposing of long-term productive assets.	Cash Flow Statement	SFAS No. 95, 102 and 104	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
3	Net Cash Provided from [Used by] Financing Activities	Net cash provided [used] from activities involving a) resources from and returns to owners and b) borrowing money and repaying or otherwise settling amounts borrowed on short or long-term bases. credit.	Cash Flow Statement	SFAS No. 95, 102 and 104	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
4	Net Increase [Decrease] in Cash	The increase [decrease] in the cash balance during the fiscal year; difference in beginning and ending cash balance for the fiscal year.	Cash Flow Statement	SFAS No. 95, 102 and 104	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
5	Cash at Beginning of Year	The balance in cash at the beginning of the fiscal year.	Cash Flow Statement	SFAS No. 95, 102 and 104	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172
6	Cash at End of Year	The balance in cash at the end of the fiscal year.	Cash Flow Statement	SFAS No. 95, 102 and 104	34 CFR 668.23 34 CFR 668.171 34 CFR 668.172



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